



DISTRICT OF COLUMBIA

F A C E S . N E T

CHILD AND FAMILY SERVICES AGENCY

PROVIDERS MANUAL

Summer 2007
Version - 2.1

FACES.NET PROVIDERS MANUAL



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PREFACE

Course Objectives

- g Course Overview
- g Course Objectives
- g Course Curricula Tools and Symbols



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Course Overview

Welcome to the FACES.NET day of Providers training. This course is designed to give trainees an understanding of the functions in FACES.NET pertaining to Providers. The course is divided into sections, each having its own set of objectives and corresponding to a particular area of functionality in the FACES.NET system. A FACES.NET Scenario has been constructed to link the sections together and mimic the way FACES.NET will be used for Agency business. In the classroom, trainees will participate in a guided walkthrough of the FACES.NET Scenario in order to practice activities based on real-life situations.

Please keep in mind that the FACES.NET system is frequently updated, and some of the screens may have slightly changed after this document was printed.

Course Objectives

Upon completion of this course, the trainee will have an understanding of how CFSA business process correlates with FACES.NET data entry. By giving trainees practice time in the classroom, they will build confidence in their ability to properly enter and access data in the FACES.NET system.

Remember that a system is only as good as the information it receives. This course will train trainees how to supply FACES.NET the proper information so that it can remain a Federally certified Child Welfare Information Systems in the Nation. Best Wishes!






Course Curricula Tools

Curricula Features:

- § Performance Objectives
- § FACES.NET Guide
- § FACES.NET Scenarios

Curricula Symbols

The following icons are used throughout the FACES.NET Scenario Guide:

Icon	Title	Description
	Reminder	Indicates that there is an important point to which the trainee needs to pay attention.
	Definitions	Indicates that a word or concept is being defined.
	Notes	Indicates a helpful piece of information for the trainee to know.
	Practice	Indicates Agency practice information.
	FACES.NET Guide	Indicates the section of the manual having FACES.NET step-by-step instructions.

Course/Classroom Rules

- § Course begins promptly at 9:00AM - 4:00PM.
- § Lunch is one (1) hour.
- § Two fifteen (15) minute breaks. One in the morning and one in the afternoon.
- § No eating or drinking in the classroom.
- § No roaming on the Internet.
- § Cell Phone should be off or in vibrate/silent mode.
- § No use of electronic devices while in classroom, i.e. PDAs etc.

SECTION 1: INTRODUCTION

- g What is FACES.NET?
- g How to Use this Manual
- g How to Get Help
- g The Family Case
- g System Navigation



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Introduction

What is FACES.NET?

FACES.NET is the District of Columbia's Statewide Automated Child Welfare Information System (SACWIS). The Child and Family Services Agency (CFSA) is the District of Columbia's child protection agency, which employs more than 400 social workers, and partners with fifteen private agencies. FACES.NET is designed to support social workers and the Agency in the following areas:

- § Case management activities, such as documenting contacts/visits, writing case plans and court reports;
- § Issuing payments to service providers;
- § Collecting data to produce outcome-based management;
- § Standardizing policy and practice.

FACES.NET has enabled the Agency to collect and disseminate information to diverse audiences including the Court Monitor, the Mayor's Office, The Washington Post, Federal oversight agencies such as the General Accounting Office (GAO), Administration of Children and Families (ACF), and Congress.

How to Use this Manual

This FACES.NET Providers manual is designed to introduce and reinforce the concept of using an automated information system to improve child welfare practice. In particular, the guide focuses on the responsibilities of CFSA's Office of Licensing and Monitoring (OLM) staff and Private Agencies' staff, which are placing children throughout the District of Columbia.

This manual further serves two functions. First, it will be your guide during the FACES.NET portion of your Providers training. With your instructor, you will complete each of the Sections and gain an understanding of how to use the FACES.NET system in your day-to-day responsibilities. You will complete the Sections over the day-long course. Each section is organized in an easy-to-read manner laying the groundwork with a Practice Overview segment. Afterwards there are detailed step-by-step instructions on how to accomplish that topic using FACES.NET.

The second function of this manual is to serve as a desktop guide for FACES.NET use after you have completed the initial training. You may keep this copy of the manual, and make any notes that you desire during class. At the end of each section is a page designated for note-taking. Later, if you need to review how a particular task is performed in FACES.NET, you can look it up at your convenience.

This document adheres to standardized technical writing conventions. All command buttons are displayed the way they appear on the computer screen. All commands are in

bold, indicating that an action should be taken. Each scenario is introduced using real case stories or training activities in order to provide an appropriate context for the particular module. Throughout the manual, participants in the Jackson case are highlighted using the underline feature.

How to Get Help

If you still have question after consulting this resource, you are of course welcome to contact the FACES.NET Helpdesk. Helpdesk staff is available from 8:00 AM - 5:00 PM every weekday to assist with FACES.NET and technical questions. The FACES.NET helpdesk can be reached at 202-434-0009.

The Family Case

The Jackson family case is the case you may be familiar with from other elements of your Pre-service training, and is used as the sample case in this document. The scenario that you may use during the actual FACES.NET training may slightly differ. If so, follow your instructors' directions on how to reconcile this manual with the case details you see in FACES.NET. Details of the Jackson family case begin on the following pages.

Jackson Case Narrative

Office of Training Services Pre-Service Training for New Social Work Staff

Field Practice Case

Learning Objectives:

1. Through using a case illustration, workers will have a better understanding of CFSA's programs and policies.
2. Through case illustration, workers will be able to understand how to effectively deliver services to clients.

Case Name: Shanté Jackson

Case Description:

The Jackson case came to the attention of Child and Family Services Agency's Child Protective Services Administration due to an allegation of abuse and neglect against Ms. Jackson. Ms. Jackson was previously known to CFSA. A neighbor reported Ms. Jackson's young children were left home alone and were seen in the streets unsupervised, unkempt and inappropriately dressed. It was also alleged that there were drug trafficking activities in Ms. Jackson's apartment. Upon investigation of the allegations, you observe that one child had (what appeared to be) belt marks on both arms and on her back.

Household Composition:

Name	Age	Gender	Description
<u>Shanté Jackson</u>	30 years old	Female	Mother
<u>Paul Williams</u>	16 years old	Male	Son/Sibling
<u>Femalé Scott</u>	15 years old	Female	Daughter/Sibling
<u>Keyshawn Jackson</u>	12 years old	Male	Twin Son/Sibling
<u>Reyshawn Jackson (Rey-Rey)</u>	12 years old	Male	Twin Son/Sibling
<u>Tanisha Holmes</u>	7 years old	Female	Daughter/Sibling
<u>Latonya Holmes</u>	5 years old	Female	Daughter/Sibling
<u>Lakeisha Jackson</u>	3 years old	Female	Daughter/Sibling
<u>Rodney Scott</u>	2 years old	Male	Grandson
<u>Kiana Scott (Bebe)</u>	6 months old	Female	Granddaughter

Family Description:

Shanté Jackson is a 30-year-old, single, African American female. She is the mother of seven children and two grandchildren. She has a 7th grade education and no history of employment. Shanté has a history of substance abuse, sexual abuse, and depression. She currently uses cocaine and alcohol and is involved in selling drugs from her apartment. Shanté receives public assistance. Last month, she was beaten by one of her drug dealer boyfriends. She received multiple bruises to her head and body, a broken arm, and a black eye. As a result, she continues to suffer from frequent severe stomach pains and headaches. Shanté is estranged from her family members and has no contact with the biological fathers of her children. She does not have a support system or friends.

Paul Williams is a 16-year-old, African American male. He attends Carter Senior High School where he is in the 9th grade for the third time. His grades are poor and he is often truant. Socially, Paul functions at a very low level. He has few friends, displays extreme anger and aggression towards others, and often gets into fights with peers and school officials. Paul smokes marijuana and drinks beer at least twice per week and on weekends. He also assists his mother sell drugs from their home. He has been involved in petty thefts and has had frequent trouble with law enforcement officials.

Femalé Scott is a 15-year-old African American female. She has two small children Rodney, age 2, and Kiana (Bebe), age 6 months. Rodney displays temper tantrums and aggressive behavior that are often difficult for Femalé to handle. Otherwise he is progressing well and is happy and healthy. Femalé dropped out of junior high school when she became pregnant with her son Rodney. She sporadically attended an adult education program until she became pregnant with Kiana. During her pregnancy with Kiana, she occasionally drank beer and smoked marijuana. Currently, Femalé does not attend school. She is unaware of the whereabouts of her son Rodney's father. However, she has sporadic contact with Kiana's father, Ricky Boone, who provides no financial support to his daughter. Femalé smokes marijuana and drinks alcohol. She often hangs out on the corner with her friends and leaves Rodney and Kiana at home with her seven-year-old sibling, Tanisha. Although Femalé lives with her mother, they have a strained relationship. They frequently argue and fuss at each other regarding Femalé's children and household responsibilities.

Rodney Scott is a 2-year-old, African American toddler. He is a happy and healthy child. However, he displays temper tantrums and aggressive behavior that are difficult for his mother to handle. Rodney is progressing well developmentally. He enjoys playing with his 6 month old sibling, his aunt and uncles. He also enjoys watching Barney and Teletubbies.

Kiana Scott (known to her family as Bebe), is a 6-month-old African American infant. She is progressing poorly physically and developmentally. Kiana possibly has failure to thrive syndrome. However, she sporadically receives her well baby check-ups as Femalé often forgets her appointments. Kiana's eating habits are poor; she has not gained adequate weight in the last three months and has some developmental lags. Kiana cries excessively when she is not being held or played with.

Keyshawn Jackson is a 12-year-old African-American male and twin brother of Reyshawn. Keyshawn currently attends Parker Junior High School, where he is in the 6th grade. He

receives special education and is classified as emotionally disturbed. Keyshawn's grades are poor. He bullies other children in his class and is often involved in altercations. Keyshawn is disrespectful to his teachers and other school officials. He has been suspended twice in the last month. His grades are poor. Keyshawn displays anger and aggression both in school at home. His mother is unable to handle his angry outbursts and rages. He also destroys property at home and frequently gets into fights with his siblings and peers in the neighborhood.

Reyshawn Jackson (Rey-Rey) is a 12-year-old African-American male and twin brother of Keyshawn. Reyshawn attends Parker Junior High School, where he is in the 6th grade. He receives special education and is classified as learning disabled. Reyshawn is socially withdrawn and often appears sad and depressed. Reyshawn also stutters and prefers not to talk in order to avoid being teased. He has few friends and has difficulty fitting in with his peers. His grades are poor, but he tries very hard. At home he is sad, withdrawn, and is teased by his siblings.

Tanisha Holmes is a 7-year-old African-American female. She currently attends Lee Elementary School, where she is in the 3rd grade. Tanisha is an outgoing and friendly child. However, she is often attention seeking and overly affectionate with adults. Socially, she has few friends and gets along well with peers. Academically, she has difficulty with reading and math. She participates in a reading and math resource program at school and tries very hard to succeed. She is well liked by her teachers. Tanisha suffers from Enuresis and occasional Encopresis. She is embarrassed by her condition due to the fact that her classmates tease her about her odor. Tanisha also needs glasses. At home, Tanisha is overly sweet and compliant. However, her mother often physically punishes her for wetting and soiling herself. Tanisha also has unrealistic expectations and adult responsibilities placed on her, as she is often the caretaker for the younger children (Latonya, Lakeisha, Rodney, and Kiana) in the home. Consequently, Tanisha receives a beating for the wrongdoings of the other children. Tanisha enjoys her role as caretaker as she doesn't have many friends.

Latonya Holmes is a 5-year-old African American female. She attends Lee Elementary School, where she is in kindergarten. Latonya enjoys school and is generally a happy child. Latonya suffers from chronic bronchial asthma. She often requires hospitalization after an attack. Latonya's bronchial asthma is controlled with medication. At home, Latonya is quiet and withdrawn and cries easily. Latonya sleeps with her mother due to lack of space in the home. However, her mother's boyfriend also sleeps in the same bed occasionally. Due to the sleeping arrangements, Latonya has been subjected to ongoing sexual molestation by the mother's boyfriend. She revealed this to her sister Tanisha and told her not to tell. Latonya enjoys watching Barney and Teletubbies on television.

Lakeisha Jackson is a 3-year-old African American female. Lakeisha was born with a positive toxicology to cocaine. She was also born with the sickle cell trait. She was placed in foster care at birth, but returned home after three months. Lakeisha is developmentally delayed. She uses one to two word phrases, walks on her toes, and sucks her thumb. She is not potty trained and continues to use a bottle. Lakeisha also sleeps in the bed with her mother and Latonya. Lakeisha has frequent colds. She enjoys watching Barney and Teletubbies.

Description of Environment:

The family resides at 1254 Edgefield Terrace # T105, at the Brookfield Housing projects, in the N.E. section of Washington, D.C. The neighborhood is predominantly comprised of African Americans and some Hispanics. The neighborhood is heavily drug and crime infested. However, there are many community services and resources in the area. This includes substance abuse programs, mental health clinics, the Edgefield Collaborative, hospitals, and shelters.

Description of the Home:

The Jackson home consists of two bedrooms, one bathroom, a small living room/dining room, and a tiny kitchen. Home maintenance is very poor. The apartment reeks of urine, and is cockroach infested. There is dirty clothing and other miscellaneous items scattered all over the apartment floor. The kitchen is filthy with dirty dishes in the sink, on the countertops, and on the floor. The apartment is sparsely furnished with one couch, a small dining room table, one small television, two full size beds, one crib, and a playpen.

SECTION 2: SYSTEM NAVIGATION

g Definitions of Icons and Language Usage in FACES.NET



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Practice Overview

FACES.NET is strategically used to support case practice and the business processes within each Administration. There are common icons and buttons that run throughout FACES.NET and aid in the ease of use of the FACES.NET screens. This segment illustrates some important features to know about the FACES.NET system.

Definition of Icons and Language Usage in FACES.NET

This segment reviews icons and language usage in this guide relative to FACES.NET.

Drop-Down Menu

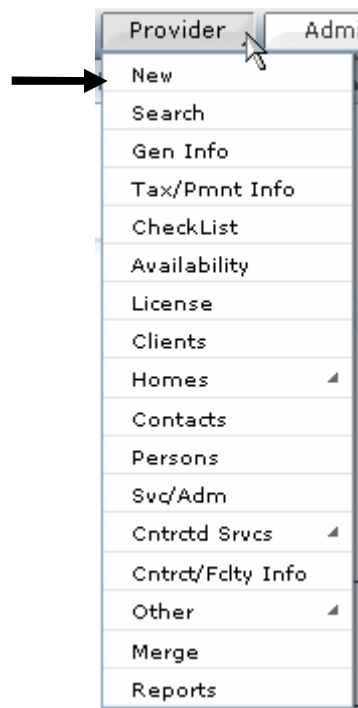


Figure 2.1

The gray command buttons at the top of the FACES.NET screen is the Drop-Down Menu. These command buttons, which features the Referral, Case, Client, Provider, and Admin, is always accessible in FACES.NET, no matter what screen you are on. The options, within the menu, dynamically change as different entities are brought into focus, but the five main command buttons remain accessible. The menu includes a parent/child system. What this means is that any menu that has a gray arrow on the right side of the menu contains additional screens within it.

Breadcrumbs Toolbar



Figure 2.2

This toolbar is displayed when a specific track (Referral, Case, etc.) is selected. This toolbar will change depending on where you are in the system. Blue areas are previous selections accessed through these command buttons display menu listings which will dynamically change. The orange button is the screen that is currently in the work area.

Quick Link

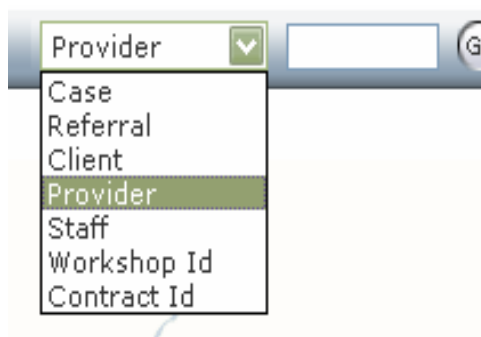


Figure 2.3

The Quick Link is a new functionality within FACES.NET. This box, in the upper right hand corner of FACES.NET, allows for the entry of a Referral, Case, Client, Provider, Staff, Workshop ID, or Contract ID to bring that entity into focus.

Toolbar Additional Screen Icon



Button with Icon

Figure 2.4



Button with no Icon

Figure 2.5

The additional screen icon is a small picture found on certain toolbar buttons. If the button has this icon, it means that there are lower level screens associated with that button. When you click on that button, it will move to the left side of the breadcrumbs toolbar, and a new series of buttons will appear on the right side of the toolbar. If a toolbar button does not have an icon, it means that there is only one screen associated with that button.

Radio Buttons

Resource Household Info
* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

House Details Mandatory Safety Features Checklist Other Safety Features Transportation

Rooms
Individual Bedrooms: 2 Shared Bedrooms: 1 Other Rooms: 2

Source
Source of Heat: Heating Oil Source of Water: Public Sewage System: ☒ Public ☐ Private

Dwelling
☐ The house is rented Monthly Rent Amount: \$0.00 Monthly Payment: \$700.00 Mortgage Value: \$500.00
☒ The house is owned

Save Cancel

Figure 2.6

Radio buttons are the round circles found next to certain fields in FACES.NET. These allow you to quickly select a displayed option. Once selected, the radio button will turn to green. Only one radio button may be selected at a time.

Select Boxes

Service Type

Conditions

- ☐ Adolescent/Prenatal
- ☐ Emergency Care
- ☒ Independent Living Group Home
- ☐ Kinship Foster
- ☐ Kinship Foster (Temporary License)
- ☐ Kinship Non Foster Care
- ☐ Kinship Non Foster Care (non-paid)
- ☐ Medically Fragile and Mental Retardation
- ☐ Non-Relative Licensed (paid)
- ☐ Non-Therapeutic Foster Care
- ☐ Pre-Finalized Adoptive Family
- ☐ Proctor Foster Care
- ☐ Proctor Foster Care Additional
- ☐ Refugee Minor Foster Family
- ☐ Residential Treatment Facility




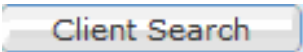

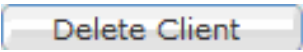

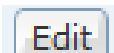
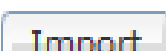

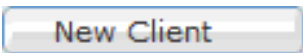
Ok Cancel




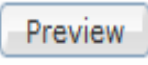


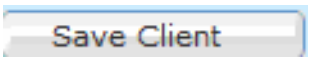
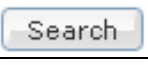
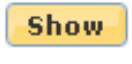

Figure 2.7

Select Boxes are collections of check boxes within a pop-up screen. These allow you to quickly select a displayed option. Once selected, the check box will contain a • inside the box. Unlike the radio button, more than one check box within the select box may be selected at a time.

Command Buttons

The row of gray/orange buttons on the bottom of any FACES.NET screen is called the Command buttons. These buttons are used to perform specific actions. A list of common command buttons and their functions are provided below:

Command Buttons	Definition
	Approval – Sends information to the Supervisor for approval.
	Cancel - Exits the current screen (This should be used every time you exit a screen).
	Clear – Clears all the information out of all fields within the screen. This will not delete saved information within a record.
	Client Search – Searches the client within the FACES.NET System.
	Delete – Erases a record from the database. This action is normally disabled in most screens.
	Delete Client – Deletes a client from the referral in the Hotline Report Screen.
	Details – Shows the details of a file within the File Cabinet.
	Edit – Opens a field for editing.
	Import – Imports a file to the File Cabinet.
	New – Creates a new record. Creates a blank record on the screen in focus.
	New Client – Opens a new client in the Hotline Report Screen.

Command Buttons	Definition
	Ok – Enters a selection into the record.
	Open – Opens a file within the File Cabinet.
	Override – Allows for a supervisor to override a decision made within the CPS Outcome screen.
	Preview – Allows for viewing of a report as a .pdf file.
	Print – Prints a selected report from the Management Reports.
	Save – Saves the record to the database.
	Save Client – Saves a client to a referral in the Hotline Report screen.
	Search – Searches the database for a specific record.
	Show – Puts a selected entity/record into focus.
	Validate – Validates Information within the Hotline Report screen.

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SECTION 3: OVERVIEW OF PROVIDERS

Performance Objectives

- g Who are Providers?
- g Types of Providers
- g Closure History
- g Recruitment Info



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Practice Overview

Providers

CFSA reserves the right to place children in any facility or program under contract to CFSA which has program openings or "slots" available and which it determines is a proper placement as indicated by the Office of Licensing, Monitoring and Placement Support and the assigned CFSA social worker.

In addition to the office of Licensing and Monitoring multiple units across CFSA have the ability to enter new providers into the system. New providers are essentially added to meet the unmet needs and requirements of the children. Addition of providers in the system also enables the agency to keep a track of the various providers and the services offered by each.

Essentially there are seven different kinds of providers which fall under any one of these three broad categories: Contracted, Non-contracted and Community.

Starting with the contracted providers, there are contracted-agency providers and contracted-facility providers. Contracted agency providers are those who have been awarded a contract (the "main" or "umbrella" agency). Once the provider has a contract, it is referred to as an agency. Contracted facility providers are those who do not have a direct contract of their own but work through an agency to provide services. These are basically referred to as sub-contractors or facilities.

The non-contracted providers include providers which offer placement services without a formal contract with an agency. These providers are directly recruited and are managed CFSA foster homes. The providers which go through the process of recruitment are referred to as potential providers before the completion on the recruiting process.

Community providers mainly provide non-fee based services that are not monitored.

Examples of different types of Providers

- Contracted Family Placement – Family offering foster care services through CFSA;
- Contracted Non-Family Placement – Group home under CFSA;
- Contracted Services – Tutoring services to CFSA children;
- Non-contracted Family Placement – Directly recruited foster homes;
- Non-contracted Non-Family Placement – Treatment facilities without a contract;
- Non-contracted Services – Regular or Subsidy services;
- Community – Food Banks, Salvation Army etc.



Practice Overview

Who are Providers?

A provider is an entity that provides placement or other services. Examples of Providers are daycare Centers, food banks, shelters, counselors, attorneys, foster parents, etc. The provider function allows staff to capture or view information regarding all providers utilized within FACES.NET.

The Providers are linked to clients or cases through other functions within FACES.NET, such as the Services Log or Placement screens. There are two main types of providers, CFSA Providers and Community Providers. CFSA providers maybe contracted, non-contracted or both.

The CFSA contracted providers receive payment from the District through an invoice and payment function generated through FACES.NET. Community Providers' services and/or placements are also tracked in FACES.NET.

Multiple units within CFSA, as well as, collaborative agencies have the authority to enter providers into FACES.NET using the Provider Directory function. The information gathered is dependent upon the type of services or category of the provider entered.

Family Placement providers have household information entered and tracked in FACES.NET whereas non-placement (service) providers do not. All district staff has access to view pertinent provider information in the Provider Directory (i.e. current services offered, licensure, etc).

The Contract Unit enters the contract information regarding contracted providers through the Provider Contract function. The Contract Unit is the only unit able to access provider contract information, with the exception of the Office of Licensing and Monitoring (OLM). The monitoring function allows staff to review information that will help them to make the determination of whether the provider is available and suitable to provide services or accept placements.

Although the Provider function includes contract and financial information, the main purpose of the Provider function is to allow staff to track providers' availability and furnish a valid listing of providers and their services and/or placements available for clients in need.

The following is an overview of each function within the Provider main function:

- § The Directory function tracks detail information specific to each provider. Within the Directory, several screens allow staff to capture or view information regarding the provider's location and contacts, services provided to clients, training needs, incident information, and documents received and sent to the provider;
- § The Contract function tracks information regarding the contracts each provider has with the District. Contracts also include the services provided, the negotiated contract information, location of the provider's facility and payment history;

The FACES.NET Provider function is a tracking tool for District staff and can be used to maintain provider. Provider information is maintained in a single database to furnish staff with accurate up-to-date information.

Types of Providers

The different types of providers and a brief description of each type are listed below:

1. **Contracted Family Placement:** This category encompasses providers that offer placement services to children within a foster care setting, via a contractual arrangement through an overarching business entity. An example of a Contracted Family Placement provider is a family that offers foster care services to CFSA children, acting as a sub-contractor to Catholic Charities.

Agency: The provider to whom the family placement contract is awarded is called an Agency.

Facility: The provider who acts as a sub-contractor in providing the family placement service and who has been accepted by the Agency is called a Facility.

The objective of these providers is to provide services through making an initial contact with an agency.

2. **Contracted Non-Family Placement:** This category encompasses providers that offer placement services to children within a group setting or independent living via a contract. An example of a Contracted Non-Family Placement provider is a therapeutic group home operating under direct contract from CFSA.

Agency: The provider to whom the non-family placement contract is awarded is called an Agency.

Facility: The provider who acts as a sub-contractor in providing the non-family placement service and who has been accepted by the Agency is termed as a Facility.

The objective of this provider is to meet the requirements of children with similar needs in a group setting.

3. **Contracted Service:** This category encompasses contracted providers of non-placement services. An example of a Contracted Service provider is a tutor who delivers tutoring services to CFSA children via a contractual arrangement.

Agency: The provider to whom the service contract is awarded is called an Agency.

Facility: The provider who acts as a sub-contractor in providing the service and who has been accepted by the Agency is termed as a Facility.

The objective of this provider is to continue to receive services even when the children have not been placed.

4. Non-Contracted Family Placement. This category encompasses providers of placement services, who do so without a formal contractual arrangement. These providers are the directly recruited and managed CFSA foster homes.

The objective of these providers is to provide family placement (while/as long as) they are managed by CFSA.

5. Non-Contracted Non-Family Placement. This category encompasses residential treatment facilities that do not have a contract with CFSA for provision of service. CFSA children residing within such facilities are paid via Medicaid.

The objective of this category encompasses residential treatment facilities that do not have a contract with CFSA for provision of service.

6. Non-Contracted Service. This category is further sub-divided into subsidy and non-subsidy providers. Providers of subsidy Non-Contracted Services are adoptive parents and guardians who are in receipt of adoption or guardianship subsidy. These are not considered to be placement services in the traditional sense, because CFSA does not retain custody of the child. Non-subsidy providers within this category are providers of non-placement services who deliver those services outside of a formal contractual arrangement.

Community. This category encompasses the group of providers who provide non-fee based services to a population of clients that typically extends beyond the client population of CFSA. Examples of Community providers are charitable or faith based organizations providing services such as soup kitchens, family counseling etc.

The main objective of community provider is to provider services free of charge.

Contracted Family Placement Procurement Process

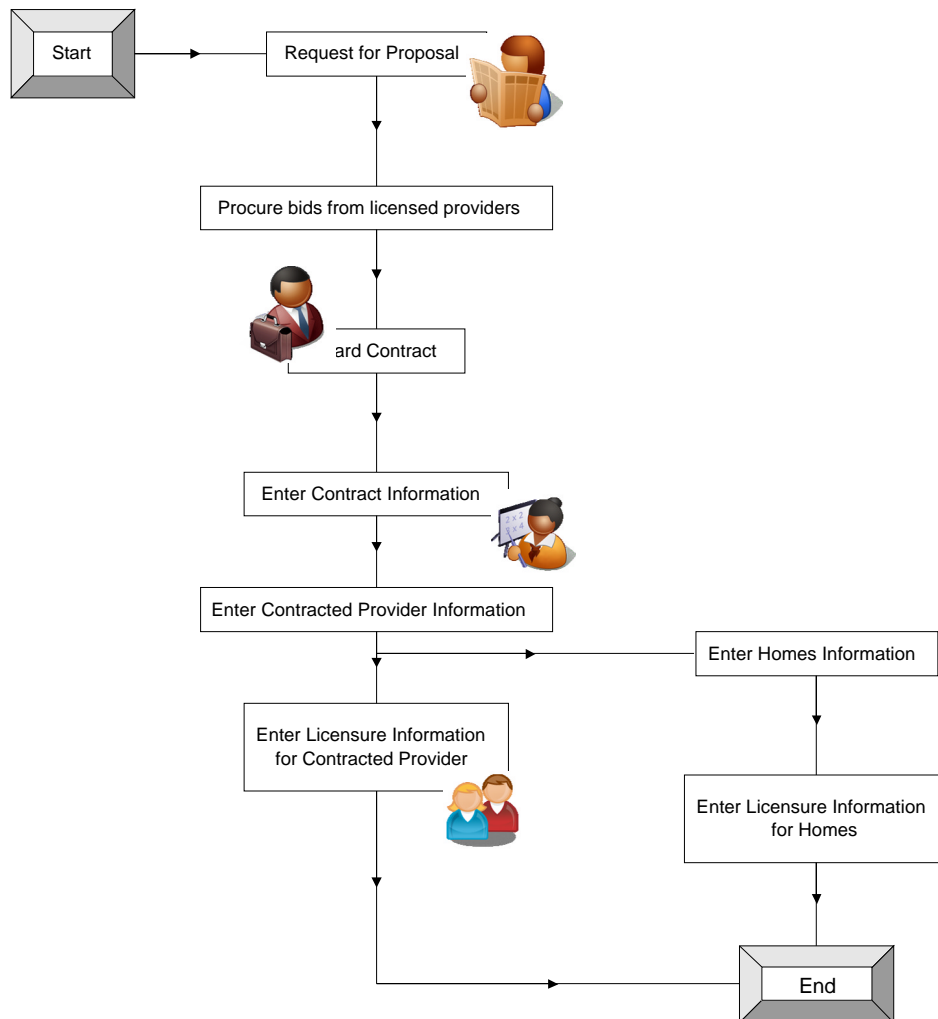


Figure 3.1



FACES.NET Guide

The previous segment focused on agency practice revolving around reviewing providers. This section will guide you through the relevant FACES.NET screens.

FACES.NET Scenario

Navigate to a Provider

The Workload dialog box displays all of the providers that have been assigned specifically to each worker. When a provider is assigned to a worker it can be found in their workload.

Steps Include:

- Step 1: Click the (+) next to Workload and then click My Assignments within the left pane to display your Workload.
- Step 2: Click on the correct Provider. This will bring that Provider into focus.

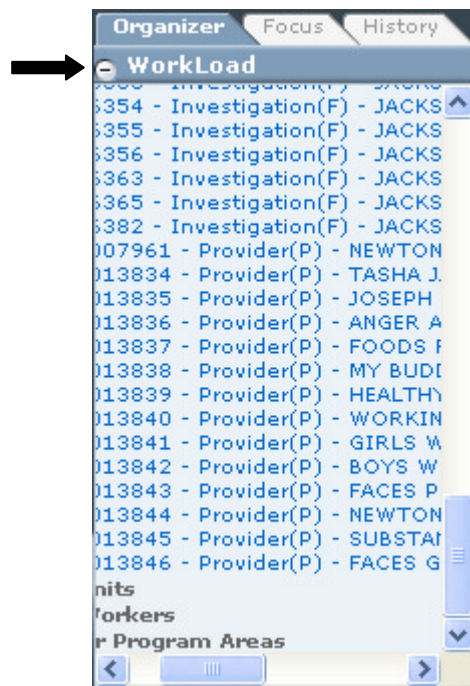


Figure 3.2

-OR-

- Step 3: Click the (+) next to Workload and then click the My Assignments button within the left pane to display your Workload.

Step 4: Click on Child Plcmnt Agcy Mntring Div – Section 1.

WorkLoad List

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Case / Intake / Other Listing

Program Area*
 FACESNET TRAINING

Unit
 1, T. - Training Unit I 1732

Workers
 1, TRAIN

ID	Restricted	Type	Responsibi	Referral Ty	Name	Client	Date Assig	Open Date	Resp. Time
▶ 10013830		Provider	Primary		FACES PLAC		12/14/2005	12/14/2005	
10013829		Provider	Primary		FACES PLAC		12/14/2005	12/14/2005	
10013823		Provider	Primary		SMITHSONS		11/16/2005	11/16/2005	
10013822		Provider	Primary		MONIQUE S		11/16/2005	11/16/2005	
10013821		Provider	Primary		SMITH BRO		11/16/2005	11/16/2005	
10013414		Case	Family		WEST	KAREN WES	08/20/1999	08/20/1999	
586298		Intake	Family				11/16/2005	11/01/2005	
572600		Investigation	Family	Neglect	SAFFEL		03/08/2000	03/08/2000	16-24 Hours

*** Indicates Restricted or *A* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security

Figure 3.3

Step 5: Select a Provider and click Show. This will put that Provider into focus.



Note: This screen can also be used to access the Assign/Transfer, Caseload, and Contracts screens.

Perform a Provider Search through the Provider Search Screen



Note: A provider worker can find any Provider in FACES.NET but will only be able to open a provider which has been assigned to the worker.

Steps Include:

Step 1: Place the cursor over the Provider menu and select Search from the drop-down menu.

Step 2: Enter Search Criteria (Name, Provider ID).

Step 3: Click the Search button.

Step 4: Highlight the Provider name and click the Show button to bring the provider into focus.



Note: The Search results show the Provider Details, Services Offered by the provider and additional information about the provider.

Search Results

Results 1 - 10 of 31

Provider ID	Agency/Provider Name	First Name	Last Name	School District	% Match
10013846	FACES GROUP HOMES				100
10013845	SUBSTANCE ABUSE FREE				100
10013844	NEWTON'S MATHEMATICAL TU				100
10013843	FACES PLACEMENT AGENCY	BART	WILLIAMS		100
10013842	BOYS WONDER HOME				100
10013841	GIRLS WONDER HOME				100
10013840	WORKING TOGETHER GROUP H				100
10013833	FOSTER R US	FREDDIE	FOSTER	District of Columbia Pub	100
10013832	SYLVAN LEARNING CENTER	TRACI	TEACH		100
10013830	FACES PLACEMENT AGENCY		PLACEMENT AGENCY		100

Provider Details | Service Offered | Additional Info

Provider ID: 10013846 | License Number: | Provider Type: CFSA/Contracted | Contract Facility ID: |

CFSA Monitor: TRAINER, ADMIN | PSA Client: | Agency Name: FACES GROUP HOMES | Services Searched: |

Provider Name: | Monitoring Agency: |

Address: 2222 dummy Shoal N Washington District of Columbia

School District: | Home Phone: () - | Work Phone: () - | Ext: |

New Search **Show** Clear Cancel

Figure 3.4

- Step 5: In the Search Results list you can see the provider's Provider ID, Name, etc.
- Step 6: On the lower half the screen, there are three tabs that quickly display detail information that has already been entered in to FACES.NET for the selected provider. Click each tab to display the information.
- Step 7: Click the Show button to display further information about the selected provider. A new lower-level toolbar will appear or breadcrumbs will appear with options described in the following steps.

Search Results

Results 1 - 10 of 31

Provider ID	Agency/Provider Name	First Name	Last Name	School District	% Match
10013846	FACES GROUP HOMES				100
10013845	SUBSTANCE ABUSE FREE				100
10013844	NEWTON'S MATHEMATICAL TU				100
10013843	FACES PLACEMENT AGENCY	BART	WILLIAMS		100
10013842	BOYS WONDER HOME				100
10013841	GIRLS WONDER HOME				100
10013840	WORKING TOGETHER GROUP H				100
10013833	FOSTER R US	FREDDIE	FOSTER	District of Columbia Pub	100
10013832	SYLVAN LEARNING CENTER	TRACI	TEACH		100
10013830	FACES PLACEMENT AGENCY		PLACEMENT AGENCY		100

Provider Details | Service Offered | Additional Info

Provider ID: 10013846
 License Number:
 Provider Type: CFSA/Contracted
 Contract Facility ID:
 CFSA Monitor: TRAINER, ADMIN
 PSA Client:
 Agency Name: FACES GROUP HOMES
 Services Searched:
 Provider Name:
 Monitoring Agency:
 Address: 2222 dummy Shoal N Washington District of Columbia
 School District:
 Home Phone: () -
 Work Phone: () -
 Ext:

Figure 3.5

Step 8: Click the General Info button. It allows you to quickly view the provider's name, address, and personal information that have been entered into FACES.NET. Click Cancel to exit this screen.

Enter a Provider

Enter a Contracted Provider

There are 6 types of contracted providers:

1. Contracted Family Placement Agency Provider;
2. Contracted Family Placement Facility Provider;
3. Contracted Non-Family Placement Agency Provider;
4. Contracted Non-Family Placement Facility Provider;
5. Contracted Service Agency Provider;
6. Contracted Service Facility Provider.

In the following sections we will illustrate the steps for entering each of the above provider types.

Entering a Contracted Family Placement Agency Provider

FACES.NET Scenario

Provider Name: FACES Placement Agency

Provider Address: 1 Park Avenue
NW, Washington, DC 20001

Provider Description: FACES Placement Agency is a contracted external Agency. It has several facilities/homes that are licensed to provide services. FACES Placement Agency is the main umbrella Agency.

Contracted Services:

- § Room & Board/Traditional Foster Family/Level 1;
- § Room & Board /Therapeutic Foster Family/ Level 1.

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.

The Provider General Information screen displays.

Step 2: On the General Information tab select CFSA as the Provider Type.

Step 3: Select Contracted from the Provider Category drop-down list.

Step 4: Click the Agency checkbox.

Step 5: Leave the Type of Service drop-down list as blank.

Step 6: Enter the Agency Name "FACES Placement Agency" in the Agency/Facility field.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
 Contracted ☒ Agency ☐ Facility

Provider Number 10013830 Type of Home Type of Service at this Location

Provider Name
 Agency/Facility **
 FACES PLACEMENT AGENCY

Prefix First Middle Last ** Suffix

Total Facility Capacity Provider School District

Save Approval History Cancel

Figure 3.6



Notes:

- § When the type of Provider is Agency only and not a facility irrespective of other criteria the Type of Service field become a not mandatory field;
- § Type of Home locks on the basis of Provider Category selected.
- § Providers should be searched in FACES.NET before entering a new Provider to prevent duplication.

Step 7: On the Local Address tab enter the address "1 Park Avenue NW, Washington, DC 20001" and other contact details for the provider.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History Recruitment

Phone Number
 Home Phone Work Phone (202) 434-7800 Extn 2631 Other Phone Type Other Phone Extn

Address
 1 Park Avenue NW
 Washington, District of Columbia

Edit

Email Address Distance
 Less Than 50 Miles

Save Approval History Cancel

Figure 3.7

Step 8: Enter information in all the relevant tabs like Services Provided and Preference (see Figure 3.6, 3.7).

Step 9: Click Save.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address **Services Provided** Preference Closure History Recruitment

Other Services Provided
Room & Board /Therapeutic Foster Family/ Level 1
Room & Board /Traditional Foster Family/ Level 1

Referral Process

Restrictions/Additional Information

Admission Requirements/Eligibility

Payments/Insurance

Special Skills/Background

Select Select

Save Approval History Cancel

Figure 3.8

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided **Preference** Closure History Recruitment

Approved Children

Gender	Number Preferred	Ages Accepted From	Ages Accepted To
Both	10	5 Yrs 0 Mnth	20 Yrs 0 Mnth

Select Total Number of Children Preferred 10

Characteristic Unwilling to Accept

Provider Language Spoken

Select Select

Save Approval History Cancel

Figure 3.9



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Contracted Family Placement Facility Provider

FACES.NET Scenario

Provider Name: Bart Williams

Provider Gender: Male

Provider Address: 52587 Kelly Arcade
Temple Hills, MD 20725

Provider Description: Bart Williams is a Foster Home that is contracted through the FACES Placement Agency. Bart Williams is a provider who has been licensed to provide certain services through the FACES Placement Agency for CFSA.

Contracted Services:

- § Room & Board/Traditional Foster Family/Level 1;
- § Room & Board /Therapeutic Foster Family/ Level 1.

Steps Include:

- Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

The screenshot shows the 'General Info' tab of the 'Resource Directory' form. The form has several tabs: 'General Info', 'Local Address', 'Services Provided', 'Preference', 'Closure History', and 'Recruitment'. The 'General Info' tab is active. It contains the following fields and controls:

- Provider Type:** Radio buttons for 'CFSA' (selected) and 'Community'.
- Provider Category:** A dropdown menu with 'Contracted' selected. There are checkboxes for 'Agency' (unchecked) and 'Facility' (checked).
- Provider Number:** A text field containing '10013843'.
- Type of Home:** A dropdown menu.
- Type of Service at this Location:** A dropdown menu with 'Family Placement and/or Subsidy Service' selected.
- Provider Name:** A section with a text field for 'Agency/Facility **' containing 'FACES PLACEMENT AGENCY'. Below this are fields for 'Prefix', 'First' (containing 'BART'), 'Middle', 'Last **' (containing 'WILLIAMS'), and 'Suffix'.
- Total Facility Capacity:** A text field.
- Provider School District:** A text field.

At the bottom of the form are four buttons: 'Save' (highlighted in yellow), 'Approval', 'History', and 'Cancel'.

Figure 3.10

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Contracted from the Provider Category drop-down list.
- Step 4: Click the Facility checkbox.
- Step 5: Select Family Placement and/or Subsidy Service from the Type of Service drop-down list.
- Step 6: Enter the First Name "Bart" and Last Name "Williams".
- Step 7: On the Local Address tab enter the address "52587 Kelly Arcade, Temple Hills, MD 20725" and other contact details for the provider.
- Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.

Notes:



- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Contracted Non-Family Placement Agency Provider

FACES.NET Scenario

Provider Name: Working Together Group Homes
Provider Address: 258 70th Street
SW, Washington DC, 20024
Provider Description: Working Together Group Homes is an Agency that provides residential treatment for girls and boys. Working Together currently caters to the needs of children ages 11-18 yrs.
Contracted Services:
§ Room & Board/Residential Treatment Facility.

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

General Info | Local Address | Services Provided | Preference | Closure History | Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Contracted ☒ Agency ☐ Facility

Provider Number: 10013840 Type of Home: Type of Service at this Location:

Provider Name

Agency/Facility **
WORKING TOGETHER GROUP HOMES

Prefix: First: Middle: Last **: Suffix:

Total Facility Capacity: Provider School District:

Save Approval History Cancel

Figure 3.11

Step 2: On the General Information tab select CFSA as the Provider Type.

Step 3: Select Contracted from the Provider Category drop-down list.

Step 4: Click the Agency checkbox.

Step 5: Leave the Type of Service drop-down list as blank.



Notes:

- § When the type of Provider is Agency only and not a facility irrespective of other criteria the Type of Service field become a not mandatory field;
- § Type of Home locks on the basis of Provider Category selected.

Step 6: Enter the Agency Name “Working Together Group Homes” in the Agency/Facility field.

Step 7: On the Local Address tab enter the address “258 70th Street, SW, Washington DC, 20024” and other contact details for the provider.

Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Contracted Non-Family Placement Facility Provider

FACES.NET Scenario

Provider Name: Girls Wonder Home
Provider Address: 123 Kennedy Lane
SW, Washington, DC 20024
Provider Description: Girls Wonder Home is a contracted facility through Working Together Group Homes that offers residential treatment services to females ages 11-18.
Contracted Services:
§ Room & Board/Residential Treatment Facility.

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

General Info | Local Address | Services Provided | Preference | Closure History | Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Contracted ☐ Agency ☒ Facility

Provider Number: 10013841 Type of Home: Type of Service at this Location: Non-Family Placement

Provider Name
Agency/Facility **: GIRLS WONDER HOME

Prefix: First: Middle: Last **: Suffix:

Total Facility Capacity: Provider School District:

Save Approval History Cancel

Figure 3.12

Step 2: On the General Information tab select CFSA as the Provider Type.
Step 3: Select Contracted from the Provider Category drop-down list.
Step 4: Click the Facility checkbox.
Step 5: Select Non Family Placement from the Type of Service drop-down list.
Step 6: Enter the Facility Name "Girls Wonder Home" in the Agency/Facility field.

Step 7: On the Local Address tab enter the address “123 Kennedy Lane, SW, Washington, DC 20024” and other contact details for the provider.

Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Contracted Service Agency Provider

FACES.NET Scenario

Provider Name: Newton's Tutoring Services

Provider Address: 200 M Street
NW, Washington DC, 20001

Provider Description: Newton's Tutoring Services is a contracted provider that offers tutoring to clients for all subject matters for Pre K – 12th Grade

Contracted Services:

- § Tutoring/Individual, Hourly/Level 1 – Grades K Thru 5;
- § Tutoring/Individual, Hourly/Level 2 – Grades 6 Thru 8;
- § Tutoring/Individual, Hourly/Level 3 – Grades 9 Thru 12.

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

General Info | Local Address | Services Provided | Preference | Closure History | Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Contracted ☒ Agency ☐ Facility

Provider Number Type of Home Type of Service at this Location

Provider Name

Agency/Facility **
Newton's Tutoring Services

Prefix First Middle Last ** Suffix

Total Facility Capacity Provider School District

Save | Approval | History | Cancel

Figure 3.13

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Contracted from the Provider Category drop-down list.
- Step 4: Click the Agency checkbox.
- Step 5: Leave the Type of Service at this Location field blank.
- Step 6: Enter the Agency Name "FACES Group Homes" in the Agency/Facility field.
- Step 7: On the Local Address tab, enter the address "200 M Street, NW, Washington DC, 20001" and other contact details for the provider.
- Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.

Notes:



- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Contracted Service Facility Provider

FACES.NET Scenario

Provider Name: Newton's Mathematical Tutoring Services
Provider Address: 369 Summer Lane
NW, Washington DC, 20001
Provider Description: Newton's Mathematical Tutoring Services is a contracted provider that offers tutoring to clients in the subject matter of mathematics for children in grades Pre K – 12.

Contracted Services:

- § Tutoring/Individual, Hourly/Level 1 – Grades K Thru 5;
- § Tutoring/Individual, Hourly/Level 2 – Grades 6 Thru 8;
- § Tutoring/Individual, Hourly/Level 3 – Grades 9 Thru 12.

Steps Include:

- Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Contracted ☐ Agency ☒ Facility

Provider Number 10013844 Type of Home Type of Service at this Location
Non-Placement/Non Subsidy Service

Provider Name
Agency/Facility **
NEWTON'S MATHEMATICAL TUTORING SERVICES

Prefix First Middle Last ** Suffix

Total Facility Capacity Provider School District

Save Approval History Cancel

Figure 3.14

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Contracted from the Provider Category drop-down list.
- Step 4: Click the Facility checkbox.
- Step 5: Select Family Non-Placement/Non Subsidy Service from the Type of Service drop-down list.

- Step 6: Enter the Facility Name, "Newton's Mathematical Tutoring Services" in the Agency/Facility field.
- Step 7: On the Local Address tab enter the address "369 Summer Lane, NW, Washington DC, 20001" and other contact details for the provider.
- Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Non-Contracted Provider

There are four (4) types of Non-Contracted providers:

1. Non-Contracted Family Placement Provider
 - 1a. Potential Provider;
2. Non-Contracted Non-Family Placement Provider;
3. Non-Contracted Service Provider;
4. Potential Provider.

In the following sections we will illustrate the steps for entering each of the above provider types.

Entering a Non-Contracted Family Placement Provider

FACES.NET Scenario

Provider Name: Mary Banks
Provider Gender: Female
Provider Address: 7657 Monroe St, SW
Washington, DC 20024
Provider Description: Mary Banks in a non-contracted foster parent who has been licensed by CFSA to provide services. Mary is a single black female with much childcare experience. Mary ran a day-care center for 5 years for children age 5-12, and has a 16 year old daughter who lives in the home with her.

Non-Contracted Services:

- § Room & Board/Traditional Foster Family/Level 1 (non-contracted);
- § Room & Board /Therapeutic Foster Family/ Level 1 (non-contracted).

Steps Include:

- Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

The screenshot shows the 'General Info' tab of the 'Resource Directory' form. The form has several tabs: 'General Info', 'Local Address', 'Services Provided', 'Preference', 'Closure History', and 'Recruitment'. The 'General Info' tab is active. It contains the following fields and options:

- Provider Type:** Radio buttons for 'CFSA' (selected) and 'Community'.
- Provider Category:** A dropdown menu with 'Non-Contracted' selected. There are checkboxes for 'Agency' and 'Facility'.
- Provider Number:** A text field containing '10013530'.
- Type of Home:** A dropdown menu.
- Type of Service at this Location:** A dropdown menu with 'Family Placement and/or Subsidy Service' selected.
- Provider Name:** A section with a text field for 'Agency/Facility **' and a form for individual names with fields for 'Prefix', 'First' (containing 'MARY'), 'Middle', 'Last **' (containing 'BANKS'), and 'Suffix'.
- Total Facility Capacity:** A text field containing '200'.
- Provider School District:** A text field.

At the bottom of the form are four buttons: 'Save' (highlighted in yellow), 'Approval', 'History', and 'Cancel'.

Figure 3.15

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Non Contracted from the Provider Category drop-down list.
- Step 4: Select Family Placement and/or Subsidy Service from the Type of Service drop-down list.
- Step 5: Enter the First Name "Mary" and Last Name "Banks".
- Step 6: On the Local Address tab enter the address "7657 Monroe St, SW, Washington, DC 20024" and other contact details for the provider.
- Step 7: Enter information in all the relevant tabs and click on the Save button to save your information.

Notes:



- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled in.

Entering a Non-Contracted Non-Family Placement Provider

FACES.NET Scenario

Provider Name: Girls Wonder Home
Provider Address: 123 Kennedy Lane
SW, Washington, DC 20024
Provider Description: Girls Wonder Home is an agency that offers residential treatment services to females ages 11-18.
Non-Contracted Services:
§ Room & Board/Residential Treatment Facility.

Steps Include:

Step 1: Place the cursor over the Provider menu and select New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Non-Contracted ☐ Agency ☐ Facility

Provider Number Type of Home Type of Service at this Location
Non-Family Placement

Provider Name

Agency/Facility **

Prefix First Middle Last ** Suffix
Girls Wonder Home

Total Facility Capacity Provider School District

Save Approval History Cancel

Figure 3.16

Step 2: On the General Information tab select CFSA as the Provider Type.

Step 3: Select Non Contracted from the Provider Category drop-down list.

Step 4: Select Non Family Placement from the Type of Service drop-down list.

Step 5: Enter the Provider Name "Girls Wonder Home" in the Last name field.

Step 6: On the Local Address tab, enter the address "702 H Street, SW, Washington DC, 20024" and other contact details for the provider.

Step 7: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled.

Entering a Non-Contracted Service Provider

FACES.NET Scenario

Provider Name: Classy Clothing
Provider Address: 9874 Holiday Ave
Baltimore, MD 21250
Provider Description: Classy Clothing is a non-contracted service provider that offers top of the line formal wear at discounted prices. Classy Clothing accepts business from state child welfare agencies around the country as well as from other local agencies in need of special clothing services.
Non-Contracted Services:
§ Clothing/Emergency;
§ Clothing/Continuing.

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

The screenshot shows the 'General Info' tab of the 'Resource Directory' form. The form has several tabs: 'General Info', 'Local Address', 'Services Provided', 'Preference', 'Closure History', and 'Recruitment'. The 'General Info' tab is active. It contains the following fields and options:

- Provider Type:** Radio buttons for 'CFSA' (selected) and 'Community'.
- Provider Category:** A dropdown menu with 'Non-Contracted' selected. There are checkboxes for 'Agency' and 'Facility'.
- Provider Number:** A text input field.
- Type of Home:** A dropdown menu.
- Type of Service at this Location:** A dropdown menu with 'Non-Placement/Non Subsidy Service' selected.
- Provider Name:** A section with a text input for 'Agency/Facility' (marked with **). Below it are text inputs for 'Prefix', 'First', 'Middle', 'Last' (marked with **), and 'Suffix'. The 'Last' field contains the text 'Classy Clothing'.
- Total Facility Capacity:** A text input field.
- Provider School District:** A text input field.

At the bottom of the form are four buttons: 'Save' (highlighted in yellow), 'Approval', 'History', and 'Cancel'.

Figure 3.17

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Non Contracted from the Provider Category drop-down list.
- Step 4: Select Non-Placement/Non Subsidy Service from the Type of Service drop-down list.
- Step 5: Enter the Provider Name, "Classy Clothing" in the Last name field.
- Step 6: On the Local Address tab enter the address "9874 Holiday Ave, Baltimore, MD 21250" and other contact details for the provider.
- Step 7: Enter information in all the relevant tabs and click on the Save button to save your information.

Notes:



- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled.

Entering a Non-Contracted Potential Provider

FACES.NET Scenario

Provider Name: Louis London
Provider Address: 1651 Lamont St. NW
Washington DC, 20024
Provider Description: Louis London is a potential Provider that is being recruited to provide room and board foster family services.
Non-Contracted Services:
§ Room and Board Foster Family/Continuing/Level I.

Steps Include:

- Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

Resource Directory
* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History Recruitment

Provider Type
☒ CFSA ☐ Community

Provider Category
Non-Contracted ☐ Agency ☐ Facility

Provider Number Type of Home
Foster Care (Family) ☐ Type of Service at this Location
Family Placement and/or Subsidy Service ☐

Provider Name

Agency/Facility **

Prefix First Middle Last ** Suffix

Total Facility Capacity Provider School District

Figure 3.18

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Non Contracted from the Provider Category drop-down list.
- Step 4: Select Family Placement and/or Subsidy Service from the Type of Service at this Location drop-down list.
- Step 5: Select Foster Home from the Type of Home drop-down list.
The Recruitment tab will be unlocked.
- Step 6: Enter the Provider Name "London" in the Last name field.

- Step 7: On the Local Address tab enter the address “1651 Lamont St., NW, Washington DC, 20024” and other contact details for the provider.
- Step 8: Enter information in all the relevant tabs, including the Recruitment tab and click on the Save button to save your information.

Resource Directory
 * Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

General Info Local Address Services Provided Preference Closure History **Recruitment**

Date of Call * Time of Call *
 12/1/2005 9:00 AM

Background Information

☐ Former Client ☐ Previous Services Provided/Received

Referred By Specify
 CFSA Staff

Orientation Information

Schedule

Status

Orientation Completed Reason
 Yes

Application Submitted Submitted Date * Reason
 Yes 1/3/2006

Application Status Reason
 Eligible

Save Approval History Cancel

Figure 3.19



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct Potential provider ID for the provider that was entered.
- § Children should not be placed with Potential Providers.
- § Once the Potential Provider's license is entered and approved and the home is made available, the home will then convert from Potential Provider to Provider.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled.

Entering a Provider who is Contracted as well as Non-Contracted;
termed as “Both”

FACES.NET Scenario

Provider Name: Mary Banks
Provider Gender: Female
Provider Address: 7657 Monroe St
SW, Washington, DC 20024
Provider Description: Mary Banks is both a non-contracted foster parent and a contracted foster parent who has been licensed by CFSA and Private Agency to provide services. Mary is a single black female with much childcare experience. Mary ran a day-care center for 5 years for children age 5-12, and has a 16 year old daughter who lives in the home with her. Mary Banks will be adopting one of her foster children. She will be receiving an adoption subsidy.

Services:

- § Adoption Subsidy;
- § Foster Care.

Steps Include:

- Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider, Admin, and PPW. The 'Provider' tab is selected, and a dropdown menu shows 'New' as the chosen option. The main content area is titled 'Resource Directory' and contains a 'General Info' tab. The 'General Info' tab is active, showing the following fields: Provider Type (CFSA selected), Provider Category (Both selected), Provider Number (10013530), Type of Home, Type of Service at this Location (Family Placement and/or Subsidy Service selected), Agency/Facility Name (HELPING CHILDREN GROW), and Provider Name (MARY BANKS). The screen also includes a sidebar with 'In Focus' information and a bottom section with 'Save', 'Approval', 'History', and 'Cancel' buttons.

Figure 3.20

- Step 2: On the General Information tab select CFSA as the Provider Type.
- Step 3: Select Both from the Provider Category drop-down list.
- Step 4: Click the Facility checkbox.
- Step 5: Select Family Placement and/or Subsidy Service from the Type of Service drop-down list.
- Step 6: Enter the First Name "Mary" and Last Name "Banks".
- Step 7: On the Local Address tab enter the address "7657 Monroe St, SW, Washington, DC 20024" and other contact details for the provider.
- Step 8: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled.

Entering a Community Provider

FACES.NET Scenario

Provider Name: Foods R Us
Provider Address: 744 Blinky Lane
Glenndale, MD 20769
Provider Description: Foods R Us is a community provider that supplies free food to clients. Volunteers donate their time to Foods R Us to supply hot meals to those in need.
Community Services:
§ Food (I&R).

Steps Include:

Step 1: Place the cursor over the Provider menu and click New from the drop-down menu.
The Provider General Information screen displays.

The screenshot shows the FACES.NET interface for entering a new provider. The 'Provider' menu is selected, and the 'New' screen is displayed. The 'General Info' tab is active, showing the following fields:

- Provider Type:** Community (selected)
- Provider Category:** (empty)
- Provider Number:** 10013837
- Type of Home:** (empty)
- Type of Service at this Location:** Non-Placement/Non Subsidy Service
- Provider Name:** Agency/Facility: Foods R Us
- Prefix:** (empty)
- First:** (empty)
- Middle:** (empty)
- Last:** (empty)
- Suffix:** (empty)
- Total Facility Capacity:** (empty)
- Provider School District:** (empty)

The 'Save' button is highlighted in yellow.

Figure 3.21

Step 2: On the General Information tab select Community as the Provider Type.

Step 3: Select Non-Placement/Non Subsidy Service from the Type of Service drop-down list.

Step 4: Enter the Provider Name "Foods R Us" in the Agency/Facility field.

Step 5: On the Local Address tab enter the address "744 Blinky Lane, Glenndale, MD 20769" and other contact details for the provider.

Step 6: Enter information in all the relevant tabs and click on the Save button to save your information.



Notes:

- § All fields with asterisks are mandatory and must be filled out in order to save the screen;
- § All fields with double asterisks are half mandatory, meaning that information must be in at least one of the fields in order to save that screen;
- § FACES.NET will generate a new distinct provider ID for the provider that was entered.
- § Children cannot be placed with Potential Providers.



Point to Remember:

Blue fields in FACES.NET are Federal Reporting fields. Although not mandatory in order to save the screen, they must be filled.

Notes

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SECTION 4: CHECKLIST, LICENSURE AND AVAILABILITY

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Navigate to a Provider
- g Review Provider Information
- g Enter New Provider Records
- g Monitoring



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FACES.NET Guide

Licensure Checklist Information

The Licensure Checklist screen allows the worker to enter licensure checklist items and their expiration dates.



Note: Licensing Checklist screen is only applicable for the following provider types:

- § Contracted Family Placement Provider;
- § Contracted Non-Family Placement Provider;
- § Non-Contracted Family Placement Provider;
- § Non-Contracted Non-Family Placement Provider.

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Click the Checklist button within Provider.
The Checklist screen displays.

Step 3: To enter checklist information fill out all the information in the screen and click Save.

Resource Licensing Checklist

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Checklist Item	Name	Start Date	End Date
Annual Training	LOUIS LONDON	01/01/2006	01/01/2007
Child Abuse Clearances	LOUIS LONDON	01/01/2006	01/01/2007

Checklist Detail	
Checklist Item	Child Abuse Clearances
Name	LOUIS LONDON
Start Date	1/1/2006
End Date	1/1/2007
Comments	

New Save Report Cancel

Figure 4.1



Note:

- § Family Type/Subsidy Placement Provider names will populate from the Household Members screen.
- § Non-Family Placement Provider names will populate from the Persons screen with those names listed as “Staff”.

Licensure Information

The Licensing Status screen allows a worker to enter and view the licensure information for a provider.



Note: Licensure Status screen is applicable for placement provider types.

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Click License within Provider track.
The License screen displays.
- Step 3: To enter License information fill out all the information in the License tab and click Save.



Note:

- § History of the changes made to the Supervisory approved license records will be displayed on the History tab.
- § Make sure Checklist is complete before adding license information.

Resource Contract

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

License Number	License Type	Current Status	Approved By	Approval Date	Start Date	End Date
3238ASK0932	Regular	Approved			01/01/2006	01/01/2007

License

History

Type

License Type *
Regular

Status *
Approved

Service Type *
Proctor Foster Care

Select

Licensing

License#
3238ASK0932

Start Date *
1/1/2006

End Date *
1/1/2007

Re-evaluation Date
9/3/2006

Jurisdiction *
District of Columbia

Monitoring Agency *
CFSA

Male
Age From to Capacity

Female
Age From to Capacity

Total Capacity

Comments

New Save Approval Import Preview Cancel

Figure 4.2

Notes:

- § If the Preview button is enabled on the Licensing screen it implies that the license and documents are scanned in and viewable;
- § The Office of Licensing and Monitoring (OLM) and the Permanency & Family Administration have units within them that have the ability to scan licensing documents.

Availability Information

The Availability screen allows a worker to enter and view the availability information for a provider.

Note: Availability screen is only applicable for ALL provider types.

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Click Availability within Provider track.
The Availability screen will display.

Step 3: For Availability information, fill out Availability Details.

Step 4: Click Save.



Note:

§ There has to be a service attached to a provider before being made available.

§ Making a home available requires supervisory approval.

Resource Availability

* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

Availability Status			
Worker Recommendation	Approved By	Start Date	End Date
▶ Available	TRAINER 2	08/01/2005	08/02/2005
Available	ANNETTE SIMON	02/01/2005	07/31/2005
Available	ANNETTE SIMON	08/03/2005	

Availability Details			
Worker Recommendation*			
Available			
Availability			
Start Date*	End Date	Reason	
8/1/2005	8/2/2005	Vacation	
Comments			
<div></div>			

New Save Approval Cancel



Figure 4.3



Practice Overview

Facility Monitoring

CFSA has a basic legal and moral obligation to protect children and teens in the District's child welfare system. When youngsters must be removed from their birth homes to be safe, we have a responsibility to place them in safe, nurturing settings that can meet their individual needs. Two of our many key values regarding child/youth placements illuminate the importance of the licensing and monitoring function.

It is the practice of the Child and Family Services Agency (CFSA) to ensure that children entrusted to its care by reason of neglect/abuse or their parents' inability to care for them are provided with adequate care and services that meet their special needs. The care provided must include all the normal parental responsibilities and nurturing and, in addition, must meet those special requirements of children who have suffered neglect, abandonment, abuse, separation, multiple placements, and lack of certainty about their future family ties. For children with physical, mental and/or emotional handicaps, it is agency policy to ensure that treatment and special residential/home care is provided to meet their needs, if at all possible.

Monitoring Assignments

Once a provider is awarded a contract, the CFSA Contracts and Procurement Office assigns that provider to its respective Monitoring Division.



FACES.NET Guide

Complete Monitoring Assignments

Steps Include:

Step 1: Click the (+) next to Workload and then click My Assignments within the left pane to display your Workload.

Step 2: Click Child Plcmnt Agcy Mntring Div – Section 1.

WorkLoad List

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Case / Intake / Other Listing

Program Area*
Licensing & Monitoring - Child Placement Agency Monitoring Div

Unit
GUSTE, T. - Child Plcmnt Agcy Mntring Div - Section 1273

Workers
[Empty]

ID	Restricted	Type	Responsib	Referral T	Name	Client	Date Assig	Open Date	Resp. Time
10013842		Provider	Primary		BOYS WON		01/06/2006	01/06/2006	
10013841		Provider	Primary		GIRLS WON		01/06/2006	01/06/2006	
10013838		Provider	Primary		MY BUDDY		01/06/2006	01/06/2006	
10013837		Provider	Primary		FOODS R US		01/06/2006	01/06/2006	
10013836		Provider	Primary		ANGER AW		01/06/2006	01/06/2006	
10013835		Provider	Primary		JOSEPH SIL		01/06/2006	01/06/2006	
10013834		Provider	Primary		TASHA JACK		01/06/2006	01/06/2006	
10013530		Provider	Primary		MARY BANK		01/25/2006	11/20/2001	
10007961		Provider	Primary		NEWTONS T		01/25/2006	01/10/2006	
10007941		Provider	Primary		FACES PLAC		01/25/2006	12/01/2004	
10007939		Provider	Primary		CLASSY CL		01/25/2006	01/06/2006	

*** Indicates Restricted or *A* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security

Show Transfer Summary Restrict Assign/Transfer
Edit Name Caseload Contacts Print Cancel

Figure 4.4

Step 3: Highlight a provider whose facility is scheduled for monitoring.

Step 4: Click the Assign/Transfer button.
The Assign/Transfer screen displays.

Step 5: Click New to assign the provider to a monitor.

Assign Transfer

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Program Area	Unit	Worker	Resp.	Start Date	End Date	Client
Licensing & Monitoring	RAIHAN AHMED-Chld P	TURNAGE, JENNIF	Primary	04/01/2005		
Placement Services Ad	RAIHAN AHMED-Progra	MOORE, MYRA O.	Primary	11/30/1999	05/15/2002	
Intake Administration	CYNTHIA COURTS-MAR	MURPHY, LLOYD G	Primary	08/23/1999	11/30/1999	
Licensing & Monitoring	DONALD WILLIS-Licens	FOSTER-MARKS, F	Primary	07/22/2002	05/21/2003	

Transfer
☐ Transfer Program Area:

Unit Assignment
☐ Assign to Unit Unit:

Worker Assignment
☒ Assign to Worker Unit:
Worker:

Responsibility
☒ Primary
☐ Secondary

Summary
Responsible for monitoring both traditional and therapeutic foster care services

Dates
Start: End:

Save **New** **Cancel**

Figure 4.5

Step 6: Click the Assign to Worker radio button and select the Unit and Worker.

Step 7: Click the Primary radio button.

Step 8: Click Save.

Monitor Home Study Records

The home study screen provides an opportunity for the monitor to review the assessment process to secure a nurturing and permanent home for the children. The home study reveals information regarding extensive background checks on the applicants and their household members.

Steps Include:

Step 1: Place the cursor over to the Provider then Homes, Home Study and finally List of Home Study.

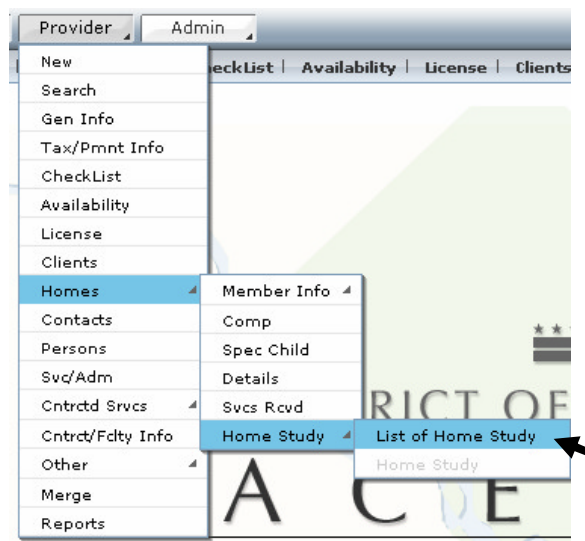


Figure 4.6

Step 2: Select the Home Study record and click Show.

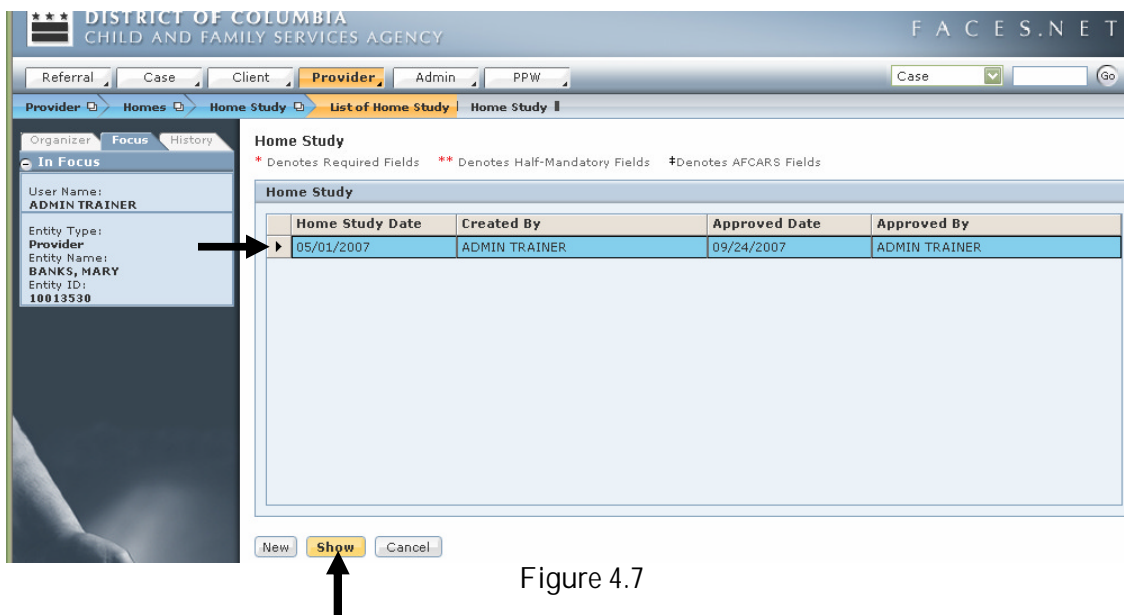



Figure 4.7

- Step 3: Review all pertinent information regarding the provider to ensure that the ongoing standards of care are being met.
- Step 4: Review the pertinent information in the Relationships tab.
- Step 5: Review the pertinent information on the Childcare/Clearances tab.
- Step 6: Review the pertinent information on the Assessment tab.
- Step 7: Review the pertinent information on the Strength/Needs tab.
- Step 8: Review the pertinent information on the Attitude/Other tab.
- Step 9: Review the pertinent information on the Recommendations tab.



Child and Family Services Agency
400 6th St. SW
Washington, DC 20024

Foster /Adoptive/Kinship Home Study

NAME	MARY BANKS	
ADDRESS	7657 Monroe Street SW Washington, District of Columbia .	
DATE OF BIRTH	3/15/1970	
HOME PHONE		
WORK PHONE		
RELIGIOUS AFFILIATION	NONE	

NAME	THOMAS BANKS	
ADDRESS	7657 Monroe Street SW Washington, District of Columbia .	
DATE OF BIRTH	6/23/1970	
HOME PHONE		
WORK PHONE		
RELIGIOUS AFFILIATION	NONE	

Date Of Contacts

DATE	TYPE	SOCIAL WORKERS	PURPOSE
6/1/2007		ADMIN TRAINER	Licensing Review

Interest in Adoption or Fostering:

Both are interested in adopting and fostering children.

Participation in MAPP Training:

Mr. and Mrs. Banks completed MAPP training on January 2, 2007.

Figure 4.8

Note: This will be in "Draft" format until approved by supervisor.



Monitor Licensing Checklist Information

The Licensing Checklist screen allows the monitor to review checklist items expiration dates.

Steps Include:

Step 1: Place the cursor over Provider and then click Checklist.
The Checklist screen displays.

Step 2: Review the validity of the checklist items by clicking on the Reports button (see Figure 4.16).

Resource Licensing Checklist

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Checklist

Checklist Item	Name	Start Date	End Date
▶ Pet Clearance		09/08/2005	
CPR	Beth Avery	09/01/1995	09/01/1996
FBI Clearances	Beth Avery	09/01/1995	09/01/1997
Initial Foster Parent Agreement	Beth Avery	09/01/1995	
Child Abuse Clearances	Beth Avery	09/01/1995	09/01/1996

Checklist Detail

Checklist Item
Pet Clearance ▼

Name
▼

Start Date
9/8/2005 ▼

End Date
▼

Comments
▼


New Save Report Cancel

Figure 4.9

Adobe Reader - [PlacementProvider[1].pdf]

File Edit View Document Tools Window Help

100%



Child and Family Services
 400 6th St. SW
 Washington, DC 20024

Family Placement Checklist Report

MARY BANKS

7657 Monroee Street SW Washington, DC

Home:

Work:

Provider ID: 10013530

Checklists Pertaining to Home

Evacuation Plan	
Start Date:	End Date:
Fire Inspection	
Start Date: 1/1/2007	End Date: 1/1/2008
Foster Home Assessment	
Start Date:	End Date:
Home Studies	
Start Date:	End Date:
Lead Paint Inspection	
Start Date:	End Date:
Packet Submitted	
Start Date:	End Date:
Pet Clearance	
Start Date:	End Date:

Checklists Pertaining to Household Members

MARY BANKS

Annual Training	
Start Date:	End Date:
CPR	
Start Date:	End Date:
Child Abuse Clearances	
Start Date: 10/1/2007	End Date: 10/1/2008
DC Clean Hand Form	
Start Date:	End Date:

Figure 4.10

Monitor License Information

The Licensing Status screen provides an opportunity for the monitor to verify that the provider has met the licensing standards and the requirements governing the District of Columbia or the residing jurisdiction.

Steps Include:

Step 1: Place the cursor over Provider and then click License.
The License screen displays.

Step 2: Review the License information in the License tab.

Resource Contract

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Licensing Status

	License Number	License Type	Current Status	Approved By	Approval Date	Start Date	End Date
▶	3Z5465D66	Regular	Approved	TRAINER 2	08/31/2005	02/01/2005	08/30/2006

License History

Type

License Type * Status * Service Type *

Regular Approved Traditional Foster Family

Select

Licensing

License# Start Date * End Date * Re-evaluation Date

3Z5465D66 2/1/2005 8/30/2006 12/28/2006

Jurisdiction * Monitoring Agency *

Washington CFSA

Male **Female**

Age From to Capacity Age From to Capacity Total Capacity

 12 2 12 2 4

Comments

New **Save** Approval Import Preview Cancel

Figure 4.11



Note: Click on Preview button (if enabled) to view scanned in License.

Monitor Incidents Filed

The Incident screen provides an opportunity for the monitor to record any legal proceedings filed against the provider along with any decisions reached or considerations on file.

Steps Include:

Step 1: Place the cursor over Provider, then Other, and finally click Incidents.
The Incidents screen displays.

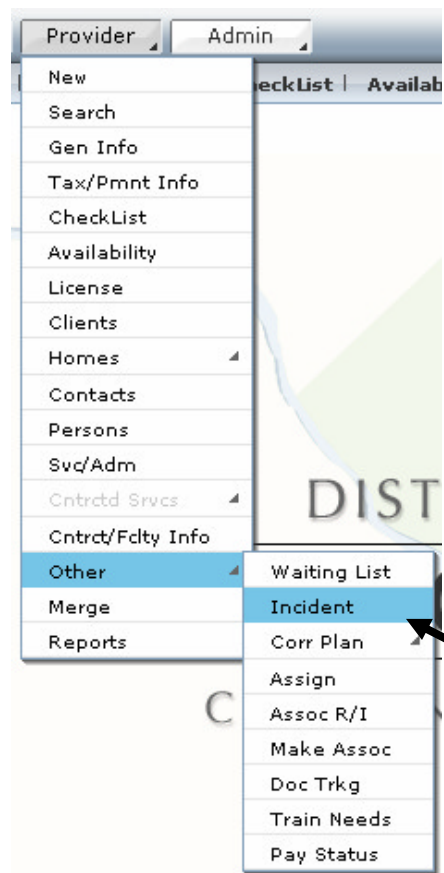


Figure 4.12

Step 2: Review any incidents filed against the provider and note the hearing decision or reconsideration information requested from the hearing officer.

Resource Grievance

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

The screenshot displays a software interface for filing incidents. At the top, a legend indicates that asterisks denote required fields, double asterisks denote half-mandatory fields, and a dagger symbol denotes AFCARS fields. Below this, a table titled 'Incident' lists two entries. The first entry, dated 09/13/2005, is highlighted in blue and has a decision code of 'Decision Pending'. The second entry, dated 09/01/2005, is in a light orange row. Two black arrows point from the first and second rows of the table to the 'Incident' tab of a second window below. This window, titled 'Incident Details', shows the form for the selected incident. It includes a dropdown for 'Type of Continuation of Incident' set to 'New', a date field for 'Incident Filed Date' set to '9/13/2005', and a text area for 'Description' containing the text '8yo client was spanked for spilling milk and refusing to clean it up (Corrective Action Plan created 9/15/2005)'. Below the description is a section for 'Individual Filing Incident' with input fields for Prefix, First (filled with 'Steven'), Middle, Last (filled with 'Ross'), and Suffix. At the bottom of the window are three buttons: 'New', 'Save' (highlighted in yellow), and 'Cancel'.

Incident Filed Date	Decision Code
09/13/2005	Decision Pending
09/01/2005	

Incident Details

Type of Continuation of Incident: New
Incident Filed Date: 9/13/2005

Description: 8yo client was spanked for spilling milk and refusing to clean it up (Corrective Action Plan created 9/15/2005)

Individual Filing Incident

Prefix: [] First: Steven Middle: [] Last: Ross Suffix: []

New Save Cancel

Figure 4.13

Monitor Contracts

Monitoring is one critical function that needs to be completed for every resource. The tasks that need to be completed by the monitors, unfortunately, are not all located within one group of screens. There is an option called “Monitoring” which can be found under the Contracts in the provider section. Please keep in mind that this is somewhat of a misnomer in terms versus practice. Note that the windows that are associated with this button are used to monitor contracts rather than facilities. (These screens were designed with the Contract staff in mind.)



Note:

- § The monitors who are in the Provider class will only be interested in the segment that pertains to facilities monitoring.
- § Please be aware that even though one may not enter data on each tab of the Monitoring option, there may be information available in this section which pertains to their job.
- § “Monitor” is referring to CFSA monitors.
- § “Contract Specialist” is referring to CFSA Contract Specialist who monitors contracts.

Steps Include:

- Step 1: Place the cursor over Provider, then Contractd Svcs, and finally click Monitoring.
The Contract Monitoring screen displays.
- Step 2: Review any pertinent facility information in the Facility tab.
- Step 3: Click the Monitoring tab to review the contract monitoring activity findings.

Contract Monitoring
 * Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Contract CLIN Expenditure Facility **Monitoring**

Date	Activity	Monitor	Result
01/05/2006	Compliance Visit	JOSHUA JANN	OK

Contract Monitoring Activities

Activity Date *
 1/5/2006

Monitor

Prefix First * Middle Last * Suffix
 JOSHUA JANN

Specialist

Prefix First * Middle Last * Suffix
 MERCY MING

Activity Type *
 Compliance Visit

Result *
 OK

Notes

Agreed Action

New Save Cancel

Figure 4.14

Monitoring Outcomes

The Agency will monitor the facilities in which children are placed on a regular basis to ensure that the original licensing requirements and ongoing standards of care are in fact met. When facilities cease to meet the standards or otherwise fail to provide the quality of care required, they will be closed and removed from the register of homes in which CFSA children may be placed, if the violations are extreme and corrective action plan is inappropriate or has been negotiated and still falls short within reasonable time frames.

Monitoring Program

The Monitoring Program includes four major components which include monitoring of traditional and kinship care foster homes in CFSA, monitoring of private agency foster homes, the monitoring of group homes and the monitoring of residential independent living programs. The Foster Parent Support Services Units have responsibility for monitoring the traditional and kinship care foster homes. The Child Placement Agency Division has responsibility for monitoring all private foster homes. The Congregate Care Monitoring Division is responsible for monitoring group homes and residential independent living programs used by the Agency.

Notes

SECTION 5: HOMES

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enter Household Members Info
- g Enter Household Composition
- g Enter Specific Child Information
- g Enter Provider Household Details
- g Enter Provider Services Received
- g Create a Home Study



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FACES.NET Guide

Member Information

The Member Information screens allow a worker to enter and view the demographic, employment, medical, and training information of household members for a provider. There are a total of seven screens under Member Information: Member, Employers, Income, Extended Family, Medical Immunization, Medical Information, and Training Information.



Note: Household Member screens are only applicable for the following provider types: Contracted Family Placement Provider and Non-Contracted Family Placement Provider.

FACES.NET Scenario

Household Member Name: Information specific to Bart Williams needs to be entered into FACES.NET.

Member

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click the List of Household Members button.
- Step 4: Highlight household member and click Show. If you obtain a message stating “There are no household members for this provider to display”, click OK. Then click New to enter detailed member information.
- Step 5: To enter detailed member information for a household member that already exists, click the Member button from your breadcrumbs.

Step 6: Enter name and contact information on the Name tab.

The screenshot shows the 'Select Household' form in the FACES.NET system. The 'Name' tab is active, displaying fields for Prefix, First (Bart), Middle, Last (Williams), and Suffix. Below these are fields for Home Phone, Work Phone, and Ext. The 'Start Date' and 'End Date' are set to default values. The 'End Reason' field is empty. The 'Save' button is highlighted. The left sidebar shows the user is 'ADMIN TRAINER' and the entity is 'WILLIAMS, BART'.

Figure 5.1

Step 7: Enter AFCARS related information on the General tab.

The screenshot shows the 'Select Household' form in the FACES.NET system, now on the 'General' tab. Fields include Date of Birth (1/5/1969), Educational Level (Bachelor's Degree), SSN, Gender (Male), Religion, and Marital Status (Married and living with spouse). The 'Head of Household Member' section has 'Head of Household 1' selected, with 'Self' as the relationship to head of household 1 and 'Spouse' as the relationship to head of household 2. The 'PreService Training' section has 'Begin Date' and 'End Date' fields. The 'Physical Characteristics' and 'Languages' sections are empty. The 'Save' button is highlighted. The left sidebar shows the user is 'ADMIN TRAINER' and the entity is 'WILLIAMS, BART'.

Figure 5.2

Step 8: Enter racial information on the Race tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The user is logged in as ADMIN TRAINER. The main menu includes Referral, Case, Client, Provider, Admin, and PPW. The left sidebar shows the user's profile: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, Entity ID: 10013843. The main content area displays the 'Household Members' section with tabs for Name, General, Race, Foster Parent, and Insurance. The 'Race' tab is selected, showing fields for Primary* (Black or African American), Hispanic* (No), and a Secondary section with a 'Select' button. A black arrow points to the 'Race' tab.

Figure 5.3

Step 9: Enter the name of a backup foster parent by clicking the Find button under the Foster Parent tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The user is logged in as ADMIN TRAINER. The main menu includes Referral, Case, Client, Provider, Admin, and PPW. The left sidebar shows the user's profile: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, Entity ID: 10013843. The main content area displays the 'Household Members' section with tabs for Name, General, Race, Foster Parent, and Insurance. The 'Foster Parent' tab is selected, showing fields for Back Up Foster Parent, Provider Name (BANKS, MARY), and Agency Name. A 'Find' button is present. A black arrow points to the 'Find' button.

Figure 5.4

Step 10: Enter household member's insurance information on the Insurance tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The user is logged in as ADMIN TRAINER. The main menu includes Referral, Case, Client, Provider, Admin, and PPW. The left sidebar shows the user's profile: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, Entity ID: 10013843. The main content area displays the 'Household Members' section with tabs for Name, General, Race, Foster Parent, and Insurance. The 'Insurance' tab is selected, showing a table with columns: Insurance Type, Amount, Carrier, and Policy Date. The table has one row with 'Automobile' in the Insurance Type column. Below the table, there are input fields for Insurance Type (Automobile), Carrier (Liberty Mutual), Amount, and Effective Date. A black arrow points to the 'Insurance' tab.

Figure 5.5

Step 11: Click Save.

Employers

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click on List of Household Members.
- Step 4: Highlight the appropriate Household Member and click Show.
- Step 5: Click the Employers button.
- Step 6: Enter the name and address of the employer on the Address tab.
- Step 7: Enter all other pertinent information under the Other and Occupation tabs.
- Step 8: Click Save.

CHILD AND FAMILY SERVICES AGENCY FACES.NET

Referral Case Client **Provider** Admin PPW Case [Go]

Provider Homes Member Info List of Household Members Member **Employers** Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: WILLIAMS, BART

Entity ID: 10013843

Resource Employment

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Provider Employment

Employer Name	Occupation	Start Date	End Date
UPS		08/01/2004	

Address Other Occupation

Name *
United Postal Service

Address

Edit

New Save Cancel

Figure 5.6

Income

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Hold your mouse over Provider, Homes, and then Member Info.

Step 3: Click on List of Household Members.

Step 4: Highlight the appropriate Household Member and click Show.

Step 5: Click the Income button.

Step 6: Enter income information on the Income tab.

Step 7: Enter all other pertinent information under the Payee tab.

Step 8: Click Save.



Note: If FACES.NET requires you to verify an income, you must select the Verified radio button on the Income tab and give an explanation on the Payee tab.

The screenshot displays the FACES.NET web application interface. At the top, the header reads "DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY" and "FACES.NET". Below the header is a navigation bar with tabs: Referral, Case, Client, **Provider**, Admin, and PPW. A secondary navigation bar shows: Provider, Homes, Member Info, List of Household Members, Member, Employers, **Income**, Extd Fmly, Med Immun, and More. On the left, a sidebar shows "Organizer", "Focus", and "History" sections. The "In Focus" section lists: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, and Entity ID: 10013843. The main content area is titled "Resource Income" and includes a table for "Client" income. The table has columns: Income Type, Monthly Income Amount, Start Date, End Date, and Estimated/V. One row is visible: Wages or Salary, 4166.67, 08/14/2003, and Verified. Below the table are two tabs: **Income** and Payee. The "Income" tab is active, showing fields for: Income Type (Wages or Salary), Status, Employer Name (United Postal Service), Duration (Start Date: 8/14/2003, End Date), Amount* (\$50,000.00), Frequency* (Yearly), and radio buttons for Estimated and Verified (Verified is selected). A "Save" button is at the bottom. Arrows point from the table row to the "Income" tab and from the "Verified" radio button to the "Save" button.

Income Type	Monthly Income Amount	Start Date	End Date	Estimated/V
Wages or Salary	4166.67	08/14/2003		Verified

Income | Payee

Income

Type* Wages or Salary Status

Employer Name United Postal Service Duration Start Date* 8/14/2003 End Date

Amount* \$50,000.00 Frequency* Yearly

☐ Estimated ☒ Verified

Monthly Monthly Income Amount \$4,166.67 Household Member Verified MGI \$4,166.67

New **Save** Cancel

Figure 5.7

Extended Family

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click on List of Household Members.
- Step 4: Highlight the appropriate Household Member and click Show.
- Step 5: Click the Extended Family button.
- Step 6: Enter the information of any relative/individual who spends a significant amount of time at the house of the Provider but does not live there. Enter all pertinent information on the Name/Address and Relative Information tabs.
- Step 7: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Member Info List of Household Members Member Employers Income Ext'd Fmly Med Immun More

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Extended Family

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Name	Date of Birth	Relation
Mary Williams		

Name/Address Relative Information

Name

Prefix First Middle Last * Suffix

Mary Williams

Address

Edit

New Save Cancel

Figure 5.8

Medical Immunization

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click on List of Household Members.
- Step 4: Highlight the appropriate Household Member and click Show.
- Step 5: Click the Medical Immunization button.
- Step 6: Keep track of each household member's medical immunizations by entering medical information on the Medical Immunization screen.
- Step 7: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly **Med Immun** More

Medical Immunization
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Immunization Type	Date	Doctor/Clinic	Next Due Date
Influenza Dose 1	11/29/2006	Washington Hospital Center	

Immunization Information

Type* Influenza Dose 1 ☐ Copy In Case Record

Date* 11/29/2006 Date Due for Next

Doctor/Clinic Washington Hospital Center

Address

Phone Number

Home Phone Work Phone Extn

Other Phone Type Other Phone Extn

Edit

New Save Cancel

Figure 5.9

Medical History

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click on List of Household Members.
- Step 4: Highlight the appropriate Household Member and click Show.
- Step 5: Click the Medical History button.
- Step 6: Enter Health information on the Medical Conditions, Development History, and EPSDT Information tabs.
- Step 7: Click Save.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider, Admin, and PPW. The 'Provider' tab is selected. Below this, there are links for Provider, Homes, Member Info, List of Household Members, Member, Employers, Income, Extd Fmly, Med Immun, and More. The 'List of Household Members' link is highlighted with an arrow. On the left side, there is a sidebar with 'Organizer', 'Focus', and 'History' sections. The 'Focus' section shows 'In Focus' with 'User Name: ADMIN TRAINER', 'Entity Type: Provider', 'Entity Name: WILLIAMS, BART', and 'Entity ID: 10013843'. The main content area is titled 'Medical Conditions' and has three tabs: 'Medical Conditions', 'Development History', and 'EPSDT Information'. The 'Medical Conditions' tab is active. It contains several text input fields: 'Observed Physical Conditions', 'Dental Problems', 'Allergies (Food, Medications or Environmental)', 'Clinically Diagnosed Medical Conditions', 'Drug/Alcohol Problems', 'Special Conditions', and 'Special Diets'. The 'Special Diets' field contains the text 'Mr. Williams is following a diabetic diet...'. There are also 'Save' and 'Cancel' buttons at the bottom.

Figure 5.10

Training

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Member Info.
- Step 3: Click on List of Household Members.
- Step 4: Highlight the appropriate Household Member and click Show.
- Step 5: Click the Training button.
- Step 6: Review the Provider's training record.
- Step 7: To print the training record, click the Print button at the bottom of the screen.



Note:

- § CFSA Training Attended will show in top inset grid.
- § Non-CFSA Training Attended will show in lower inset grid.
- § The Training screen is read-only.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: WILLIAMS, BART

Entity ID: 10013843

Training Individual Records

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Individual Training Records

Person Information
Name: Bart Williams

CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
REMOVAL AND PLACEMENT WORKSHOP	In-Service Training	06/16/2001	06/16/2001	Enrolled	N

Total Hours: 0
Licensure: 0
Pre Service: 0
In Service: 0

Non-CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
		00/00/0000	00/00/0000		

Total Hours: 0
Licensure: 0
Pre Service: 0
In Service: 0

New Save Print Cancel

Figure 5.11

Composition

The Comp screen displays information that was entered on the Member Information track. This screen can be updated to reflect appropriate relationship statuses of household members.

FACES.NET Scenario:

You want to confirm that the information that was entered on the Member Information – Member screen is appropriately reflected. If not, update the Comp screen with correct relationships.

Steps Include:

Step 12: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 13: Hold your mouse over Provider, and then Homes.

Step 14: Click the Comp button.

Step 15: Highlight a household member's name in the top inset grid.

Step 16: Enter the appropriate relationship from the Relationship* pick list.

Step 17: Click Save.

Step 18: Repeat Steps 15-17 until all relationships are accurate.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider, Admin, and PPW. The 'Provider' tab is selected, and the 'Comp' button is highlighted in the sub-navigation. The main content area is titled 'Client Household' and contains two sections: 'Household Composition' and 'Household Composition Detail'. The 'Household Composition' section features a table with two columns: 'Household Member Name' and 'Relationship'. The table lists two members: 'Bart Williams' with the relationship 'Administrator' and 'Ashley Williams' with the relationship 'Spouse'. The 'Household Composition Detail' section shows a form for updating a member's relationship. It includes a text box for the 'Household Member' (Bart Williams), a dropdown menu for 'Relationship*' (set to 'Self'), and a text box for the 'Head of Household' (Bart Williams). A 'Save' button is located at the bottom left of the detail section. Arrows in the image point to the 'Household Member Name' column header and the 'Relationship*' dropdown menu.

Household Member Name	Relationship
Bart Williams	Administrator
Ashley Williams	Spouse

Household Composition Detail

Household Member: Bart Williams is the Relationship*: Self of Head of Household: Bart Williams

Save Cancel

Figure 5.12

Specific Child

The Spec Child screen is used when there is a specific child to be placed with the provider after the provider has been entered and approved in FACES.NET. This situation is seen more often in kinship cases.

FACES.NET Scenario:

You want to add the name of a child that is to be placed specifically with Bart Williams.

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, and then Homes.
- Step 3: Click the Spec Child button.
- Step 4: Check the Relative Placement checkbox if the child to be placed is a relative of the provider.
- Step 5: Select the relationship from the Relationship to Child pick list.
- Step 6: Click the Find button at the bottom of the screen to search for the child to be placed with the provider.
- Step 7: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW Case [] Go

Provider Homes Member Info Comp **Spec Child** Details Svcs Rcvd Home Study

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Provider Name: WILLIAMS, BART

Entity ID: 10013843

Resource Specific Children

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Name	Relationship to Child	Permanent Placement
REYSHAWN JACKSON70	Uncle (Paternal)	N

Specific Children Detail

☒ Relative Placement

Relationship to Child: Uncle (Paternal)

☐ Willing to accept additional children

Child Information

Name: REYSHAWN JACKSON70 Gender: Male

Age: 12 Client ID: 845954

New Save Find Cancel

Figure 5.13

Details

The Details screen captures information regarding the house of the provider.

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Hold your mouse over Provider, and then Homes.

Step 3: Click the Details button.

Step 4: Enter all pertinent information on the House Details, Mandatory Safety Features Checklist, Other Safety Features, and Transportation tabs.



Note: The Provider should have access to a car in case of an emergency situation with the child in care.

Step 5: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Member Info Comp Spec Child **Details** Svcs Rcvd Home Study

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Resource Household Info

* Denotes Required Fields ** Denotes Self-Mandatory Fields # Denotes AFCA Fields

House Details Mandatory Safety Features Checklist Other Safety Features Transportation

Rooms

Individual Bedrooms Shared Bedrooms Other Rooms

4 0 4

Source

Source of Heat Source of Water Sewage System

Natural Gas/Propane Public Public Private

Dwelling

☐ The house is rented ☒ The house is owned

Monthly Rent Amount Monthly Payment Mortgage Value

\$0.00 \$0.00 \$300,000.00

Save Cancel

Figure 5.14

Services Received

Providers offering services to CFSA occasionally receive services to help them in their service giving tasks. The Svcs Rcvd screen captures details about services that a provider is receiving.

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Hold your mouse over Provider, and then Homes.

Step 3: Click the Svcs Rcvd button.

Step 4: Enter all pertinent information.

Step 5: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Member Info Comp Spec Child Details **Svcs Rcvd** Home Study

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Services Provided

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Date From	Date To	Type
08/06/2007	08/08/2007	Counseling

Service Provider Details

Agency Name
Child Advocacy Center

Phone Number Ext

Service Type*
Counseling

From* To
8/6/2007 8/8/2007

Service Information (Frequency, Status, Details)
CAC provided counseling for the foster family to assist in ways that the foster parents could best provide support for their foster child...

New Save Cancel

Figure 5.15

Completing a Home Study

The Home Study screen allows a worker to enter and view the home study information for a provider.



Note: Home Study screen is only applicable for the following provider types: Contracted Family Placement Provider and Non-Contracted Family Placement Provider.

Steps Include:

- Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).
- Step 2: Hold your mouse over Provider, Homes, and then Home Study.
- Step 3: Click the List of Home Studies button.
- Step 4: Click New to create a new home study.
- Step 5: Enter information regarding the educational background, occupational history and hobbies of the provider on the Background tab.

Figure 5.16

Step 6: Enter information regarding significant relationships on the Relationships tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider (selected), Admin, and PPW. Below this, a breadcrumb trail shows the path: Provider > Homes > Home Study > List of Home Study > Home Study. The left sidebar contains an 'In Focus' section with user information: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, and Entity ID: 10013843. The main content area is titled 'Home Study' and features a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, and * Denotes AFCARS Fields. The 'Relationships' tab is selected, showing four sections: 'Current Marital Relationship or Partnership' (Bart and Ashley are married and living together...), 'Significant Relationships' (There are no other significant relationships...), 'Past Significant Relationships' (No significant past relationships), and 'Home and Community' (Bart and Ashley are extremely active in their community...). Each section has a text area and a small icon. At the bottom, there are buttons for Save, Approval, Report, and Cancel.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Home Study List of Home Study **Home Study**

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Home Study

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Background **Relationships** Childcare/Clearances Assessment Strength/Needs Attitude/Other Recommendations

Current Marital Relationship or Partnership

Bart and Ashley are married and living together. They have been married for 4 years and exhibit signs of a very healthy, loving relationship.

Significant Relationships

There are no other significant relationships.

Past Significant Relationships

No significant past relationships

Home and Community

Bart and Ashley are extremely active in their community. They often attend and organize neighborhood dinners, and have recently begun a new chapter of the Girl Scouts of America in their community.

Others in the Home - Basic Information

No other individuals live in the home.

Save Approval Report Cancel

Figure 5.17

Step 7: Enter information regarding childcare experiences and police clearances on the Childcare/Clearances tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Home Study List of Home Study **Home Study**

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Home Study

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Background Relationships **Childcare/Clearances** Assessment Strength/Needs Attitude/Other Recommendation

Childcare Experience

The Williams' have significant experience in childcare, particularly in the areas of emotionally-challenged toddlers and adolescents.

Day Care Backup Plan

In the case of an emergency, the Williams' have established a written agreement with the Beltsville Childcare Company to provide immediate aid.

Characteristics of Child Requested

The Williams' are open-minded with respect to a child's personality traits or developmental needs. However, they have specifically asked to not be considered for children that exhibit extreme verbal or physical violence.

Police and FBI Clearances

Ashley has both active Police and FBI clearances. Bart has a valid Police clearance, and is in the process of applying for a new FBI clearance.

Child Protective Registry Clearances

The Williams have both cleared a CPR check.

Fire and Lead Reports

Fire and lead inspections will be completed next week.

Save Approval Report Cancel

Figure 5.18

Step 8: Enter appropriate information on the Assessment tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Homes Home Study List of Home Study **Home Study**

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Home Study

* Denotes Required Fields ** Denotes Half-Mandatory Fields *** Denotes AFCARS Fields

Background Relationships Childcare/Clearances **Assessment** Strength/Needs Attitude/Other Recommendations

Know your Family
Enter know your family information here...

Know the Children
Enter know your children information here...

Be Loss and Attachment Experts
Enter be loss and attachment experts information here...

Manage Behaviors Effectively
Bart Williams manages his behavior very well. When stressed, Bart resorts to exercise and quiet time reading a book. Ashley is an even-tempered individual as well.

Build Birth Parent Connections
Enter birth parent connections information here...

Ensure Health and Safety
Enter health and safety information here...

Save Approval Report Cancel

Figure 5.19

Step 9: Enter appropriate information on the Strength/Needs tab.

The screenshot displays the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider (selected), Admin, and PPW. Below this, a breadcrumb trail shows the path: Provider > Homes > Home Study > List of Home Study > Home Study. A left sidebar contains an 'In Focus' section with user information: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, and Entity ID: 10013843. The main content area is titled 'Home Study' and features a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, and # Denotes AFCARS Fields. A black arrow points to the 'Strength/Needs' tab, which is currently active. Other tabs include Background, Relationships, Childcare/Clearances, Assessment, Attitude/Other, and Recommendations. The 'Strength/Needs' section contains several text input fields with labels: 'Strength Needs Assessment' (with a placeholder 'Enter strength and needs information here...'), 'Communicate Effectively' (with a placeholder 'Bart and Ashley Williams understand that the key to their marriage is communication. They have open communication with one another when something needs to be discussed.'), 'Develop Self-Esteem' (with a placeholder 'Enter self-esteem information here...'), 'Build Strengths and Meet Needs' (with a placeholder 'Enter strength and needs information here...'), 'Work in Partnership' (with a placeholder 'Enter partnership information here...'), and 'Make an Informed Decision Regarding Adopting or Fostering' (with a placeholder 'Enter informed decision information here...'). At the bottom of the form are buttons for Save, Approval, Report, and Cancel.

Figure 5.20

Step 10: Enter information regarding the provider's interest in adoption or fostering and regarding MAPP training on the Attitude/Other tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider (selected), Admin, and PPW. Below this is a breadcrumb trail: Provider > Homes > Home Study > List of Home Study > Home Study. A left sidebar shows the 'In Focus' section with user information: User Name: ADMIN TRAINER, Entity Type: Provider, Entity Name: WILLIAMS, BART, and Entity ID: 10013843. The main content area is titled 'Home Study' and includes a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, and † Denotes AFCARS Fields. The 'Attitude/Other' tab is selected, indicated by a black arrow. The tab contains several sections with text input fields: 'Interest in Adoption or Fostering' (text: Bart and Ashley Williams are very excited at the prospect of becoming foster parents...), 'Cultural Competence' (text: Enter cultural competence information here...), 'Religious Affiliation' (text: Enter religious affiliation information here...), 'Participating in MAPP Training' (text: Bart and Ashley Williams are in their 4th week of MAPP training...), 'Health History' (text: Ashley Williams has a history of asthma, but it is control with medication...), and 'Financial Information' (text: The Williams both have a very stable income...). At the bottom are buttons for Save, Approval, Report, and Cancel.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider > Homes > Home Study > List of Home Study > Home Study

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
WILLIAMS, BART

Entity ID:
10013843

Home Study

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Background Relationships Childcare/Clearances Assessment Strength/Needs **Attitude/Other** Recommendations

Interest in Adoption or Fostering

Bart and Ashley Williams are very excited at the prospect of becoming foster parents. The Williams have no children and could see themselves adopting in the future, although they are still trying to have a birth child of their own.

Cultural Competence

Enter cultural competence information here...

Religious Affiliation

Enter religious affiliation information here...

Participating in MAPP Training

Bart and Ashley Williams are in their 4th week of MAPP training. So far, they have both attending all sessions and are on schedule to finish on time.

Health History

Ashley Williams has a history of asthma, but it is control with medication. Bart Williams is in excellent physical condition.

Financial Information

The Williams both have a very stable income. They both work for a contractor however, and

Save Approval Report Cancel

Figure 5.21

Step 11: Enter information regarding references used and areas of concern on the Recommendations tab.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider (selected), Admin, and PPW. Below this is a breadcrumb trail: Provider > Homes > Home Study > List of Home Study > Home Study. The left sidebar shows the user is ADMIN TRAINER. The main content area is titled 'Home Study' and contains a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, # Denotes AFCARS Fields. The 'Recommendations' tab is selected, indicated by a black arrow. The form contains sections for Recommendations, References, Assess Impact On Family, and Areas of Concern. The bottom has buttons for Save, Approval, Report, and Cancel.

Figure 5.22

Step 12: Click Save.

Step 13: Click Report button to preview copy of Home Study report.



Note:

- § The Home Study report will be in “draft” format until approved by supervisor.
- § An approved Home Study will automatically populate to the file cabinet.

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Notes

SECTION 6: CONTACTS AND PERSONS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enter Person Information for your Provider
- g Enter Contacts Information for your Provider



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FACES.NET Guide

Persons Information

The Persons screen allows a worker to enter and view the demographic information of all persons associated with a provider (i.e. teacher, lawyer, etc.).



Note: Persons Information is applicable for ALL types of providers.

FACES.NET Scenario

Person Name: John Doe

Person Gender: Male

Person Address: 52587 Kelly Arcade, Temple Hills, MD 20725

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Click the Persons button within Provider.

The Persons screen displays.

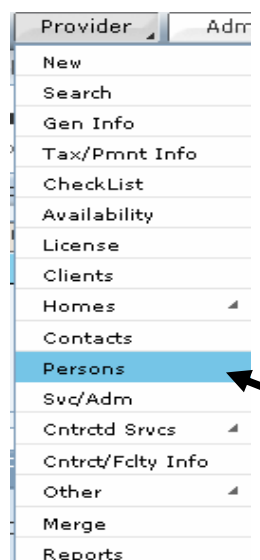


Figure 6.1

Step 3: Enter information on the Contact Person/Staff Information tab.

Contact Person/Staff Information Other Information

☒ Contact Person ☐ Staff Person

Type** **Contact Person** Title** Agency Name** **CFSA**

Prefix First **JOHN** Middle Last** **DOE** Suffix

Start Date **8/27/2007** End Date End Date Reason

Phone
Home Phone **(301) 321-4567** Work Phone Extn
Other Phone Type Other Phone Extn E-Mail Address

Address
**52587 KELLY Arcade
TEMPLE HILLS, Maryland 20725**

Benefits Received

Edit Select

New Save Cancel

Figure 6.2

Step 4: Enter information on the Other Information tab.

Contact Person/Staff Information **Other Information**

License/Diploma Details Driving Record/Permit Operators License Number Results of Drug/Alcohol Test

Job Description
Type job description here...

Preservice Training
Begin Date **8/21/2007** End Date **10/23/2007**

Staff Person Salary Information
Period Total Number of Hours Worked Rate **\$0.00**

Past Child Care Experience
Describe As Of Date

New Save Cancel

Figure 6.3

Step 5: Click Save.



Note: Only individuals noted as staff persons will populate to the Licensing Checklist screen.

Contacts

The Contacts screen allows a worker to enter and view the contact information for a provider. Contacts with the child and the foster provider on a regular basis are an essential part of evaluating the progress of the provider. It also helps the worker understand whether or not the current foster provider is meeting the needs of the Agency. The Contacts screen in FACES.NET pulls information to the contact reports.



Note:

§ Contacts Information is applicable for ALL types of providers.

FACES.NET Scenario

Person Name: John Doe

Person Gender: Male

Person Address: 52587 Kelly Arcade, Temple Hills, MD 20725

Steps Include:

Step 1: Navigate to your provider (Refer to Section 4 – Navigate to a Provider).

Step 2: Click Contacts within Provider track.

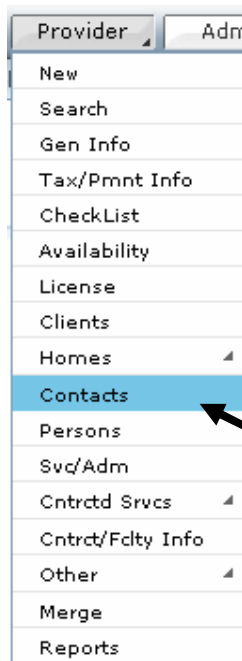


Figure 6.4

Step 3: Highlight Contacts record and click Show. (or click New to enter a new contact)
The Contacts screen will display.

Provider Contacts

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Contacts						
	Staff Name	Participant's Name	Date	Purpose	Type/Location	Status
▶	TRAINER 001	CECE WILLIAMS - House	11/30/2004	Assessment	Face to Face (Foster Hon	Completed

New Show Filter Cancel



Figure 6.5

Step 4: Enter or review information on the General Information, Contacts Participants and Purpose section(s).

Contact History

Staff Name	Location/Type	Contact Status	Source	Updated Date
▶ TRAINER 001	Face to Face (Foster Home)	Completed	Provider	11/30/2004 11:25

General Information

Staff Name

Type / Location*

Source

Date*

Time*

☒ A.M. ☐ P.M.

Status
☐ Attempted ☒ Completed

Duration

Travel Time

Clients Discussed

Contact Participants

Client/Collateral**

Non-Client/Non-Collateral Participants**

Purpose

Type of Contact

Comments*

Figure 6.6

Step 5: Click Save.



Points to Remember:
Yellow fields in FACES.NET are Mandatory fields and must be filled in to save the screen information.

Notes

SECTION 7: SVC/ADM AND CONTRACTED SERVICES

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enter Non-Contracted Provider Information
- g Enter Contracted Provider Information
- g Link a Provider to a Contract





FACES.NET Guide

This section will focus on entering Non- Contracted Provider Services and Contracted Services information, and how to link Providers to a Facility (CLIN).

How to Enter Non-Contracted Provider's Services

Entering services for a Non-Contracted Foster Home Provider



Note: These steps continue after a provider has been put in focus. A Provider needs to be in focus in order to work with Contracts.

Steps Include:

Step 1: Place the cursor over Provider, then click Svc/Adm. The Available Services screen will display.

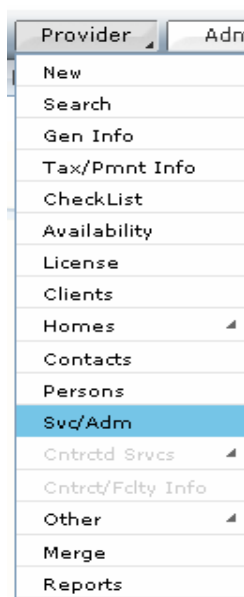


Figure 7.1

Step 2: Click the Service... button. The Select a service screen will display.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Case [v] [Go]

Provider New Search Gen Info Tax/Pmnt Info Checklist Availability License Clients More

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
SMITHGER, MONIQUE

Entity ID:
10013822

Available Services

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Services List

Service(s)	Start Date	End Date	Pay Type	Invoiced

Services Detail

Service*

Service... ←

Service Pay Type*
I & R

Start Date* End Date

Invoiced Service*
No

New Save Cancel

Figure 7.2

Step 3: Select Service Level 1. (Select Service Level 2 and Service Level 3, if applicable, from the pick list.)

Step 4: Click OK.

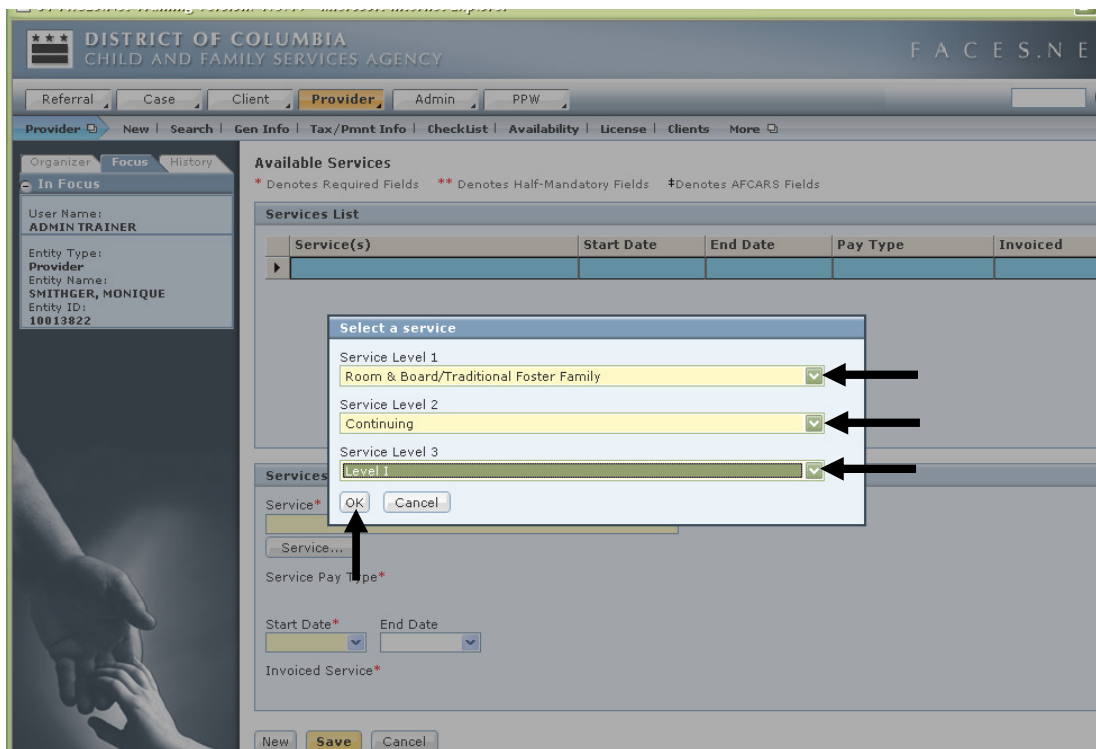


Figure 7.3

- Step 5: Select Service Pay Type*.
- Step 6: Enter Start Date*.
- Step 7: Select Invoiced Service*.
- Step 8: Click Save.
- Step 9: Click New to enter additional services.

DISTRICT OF COLUMBIA
 CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Case

Go

Provider

New Search Gen Info Tax/Pmnt Info CheckList Availability License Clients More

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Provider

Entity Name:
SMITHGER, MONIQUE

Entity ID:
10013822

Available Services

* Denotes Required Fields ** Denotes Half-Mandatory Fields ‡ Denotes AFCARS Fields

Services List

Service(s)	Start Date	End Date	Pay Type	Invoiced
▶ Room & Board/Traditional Foster Family/Con	8/29/2007		Regular Paid	

Services Detail

Service*
 Room & Board/Traditional Foster Family/Continuing/Level I
 Service...

Service Pay Type*
 Regular Paid

Start Date*
 8/29/2007

End Date

Invoiced Service*
 No

New Save Cancel

Figure 7.4

How to Enter a New Contract with an Existing Provider

This section is for information purposes only. Only the CFSA Contracts Unit staff has the necessary security level to enter Contracts and Contracted services information in FACES.NET.

Enter Contract Holder Information



Note: These steps continue after a provider has been put in focus. A Provider needs to be in focus in order to work with Contracts.

Steps Include:

Step 1: Place the cursor over Provider, Contractd Srvcs and click Contracts. The Contracts Entry screen will display.

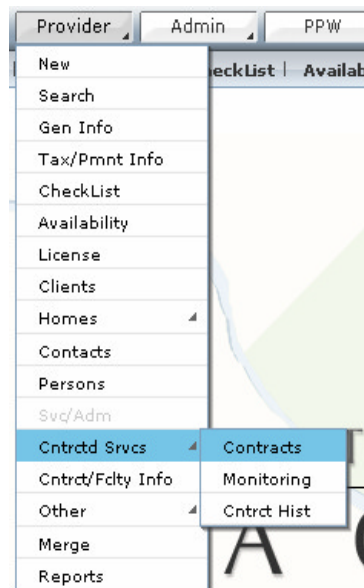


Figure 7.5

Step 2: Enter the mandatory fields; CFSA Contract number, Payment Type, Contract Start and End Date and as shown above in Figure 7.4.

Step 3: Click Save.

Referral Case Client **Provider** Admin PPW Case [Go]

Provider Contractd Svcs **Contracts** Monitoring Contract Hist

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: FACES PLACEMENT AGENCY

Entity ID: 10007941

FACES.NET

Contract Entry

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Contract CLIN Facility

Contract ID	CFSA Contract#	Contract Start Date	Contract End Date	Provider Name
1408	CFSA02M2544	08/08/1999	08/01/2020	Faces Placement Agency

Provider ID: 10007941

Provider Name: Faces Placement Agency

SSN:

FEIN:

Contract ID: 1408

Contract Date: 8/19/1999

CFSA Contract Number: New Format CFSA-02-M-2544

Industry ID:

Payment Type: Regular Paid

Contract Start Date: 8/8/1999

Contract End Date: 8/1/2020

Aggregate Contract Amount: \$1,100,321.00

Contract Amount: \$1,100,321.00

Check Address: 1 Park Avenue NW Washington, District of Columbia 20001

Comments:

Buttons: New Save Approval Cancel

Figure 7.6



Note: The Provider ID and Provider Name and either the SSN or FEIN fields will be pre-populated.

Start/End Date

There are no restrictions on the dates the contract begins and ends. However, the period of performance for all CLINS within a contract must fall within the overall contract period of performance.

Contract ID/CFSA Contract Number

Contract ID is a system generated ID which shows up once a Contract is saved. CFSA Contract Number could be in either Old or New format. This field is an alphanumeric, user defined field (see Figure 5.2).

CFSA Contract Number *

New Format CFSA-02-M-2544

Figure 7.7



Note: The system assigns a Contract ID number when the Save button is pressed. There can be several CLINs to one contract.

Aggregate Contract Amount

This value is typically the sum of active and inactive CLIN amounts. The Aggregate Contract Amount is always greater than or equal to the Contract Amount. In certain cases it can also account for certain miscellaneous amounts, in addition to, the sum of all active and inactive CLIN values.

Contract Amount

Contract Amount value is the sum of only active CLIN amounts. It never exceeds the Aggregate Contract Amount.

Aggregate Contract Amount	Contract Amount
\$1,100,321.00	\$1,100,321.00

Figure 7.8

Enter a Contracted Provider's Services

Enter Contract Line Item Number (CLIN)

Every service that is offered by a provider is paid through an individual contract line or CLIN. Once the Contract has been created, one or more CLINs are attached to it. A single contract can have several CLINs.



Notes:

- § These steps continue after a provider has been put in focus. A Provider needs to be in focus in order to work with Contracts.
- § The Contract holder information has been entered.

Steps Include:

- Step 1: Place the cursor over Provider, then Contracted Services and click Contracts.
- Step 2: Highlight a contract and click Show. This will put that contract in focus. Click on the CLIN tab.

Contract Entry

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Contract **CLIN** Facility

CLIN ID	CFSA Contract#	CLIN	CLIN Start Date	CLIN End Date	CLIN Amount
4	CFSA89E1458	Tutoring Home Only	01/06/2006	01/06/2020	\$5,000.00
3	CFSA89E1458	Tutoring Individual	01/06/2006	01/06/2020	\$15,000.00
2	CFSA89E1458	Tutoring Individual	01/06/2006	01/06/2020	\$15,000.00
1	CFSA89E1458	Tutoring Individual	01/06/2006	01/06/2020	\$15,000.00

CLIN ID: 4 CFSA Contract Number: CFSA89E1458 CLIN Start Date: 1/6/2006 CLIN End Date: 1/6/2020

CLIN: Tutoring Home Only PSA Client: Client

Contract Type: Fixed Rate CLIN Amount: \$5,000.00 Remaining Balance: \$5,000.00

Daily Facility Rate: \$100.00 Contracted Capacity: 200 Medicaid Eligible: No Court Order: No

New Save Approval Cancel

Figure 7.9

Notes:

- § The CFSA Number field will pre-populate.
- § After saving this CLIN record, a CLIN ID will be generated.

Step 3: Enter the CLIN Start and End Date. These dates should be within the duration of the contract else you will receive an error, shown in Figure 7.10.

Step 4: Enter other mandatory information such as CLIN, Contract Type, CLIN Amount, Daily Facility Rate, Contract Capacity, Medicaid Eligibility and Court Order.

Step 5: Click Save.

CLIN

A CLIN can only be used for the provision of a single type of service. This field defines the type of service to be delivered.

CLIN Start/End Dates

CLIN Start/End Date must be within the Contract Start/End date period. If this is not the case then the user will encounter the following error message shown in Figure 7.10.

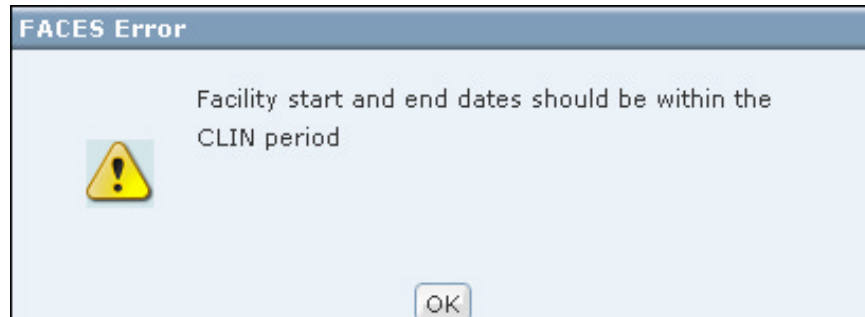


Figure 7.10

Contract Type

Most Contract types are fixed rate. In some cases, under a court order the contract type could also be Emergency Contract Personal Service Agreement (120 days). This makes the PSA client a mandatory field. In such cases a client can directly be associated to the services or can continue to receive the service they had been receiving without going through the procurement process. Figure 7.11 shows the selection dropdown for different contract types.

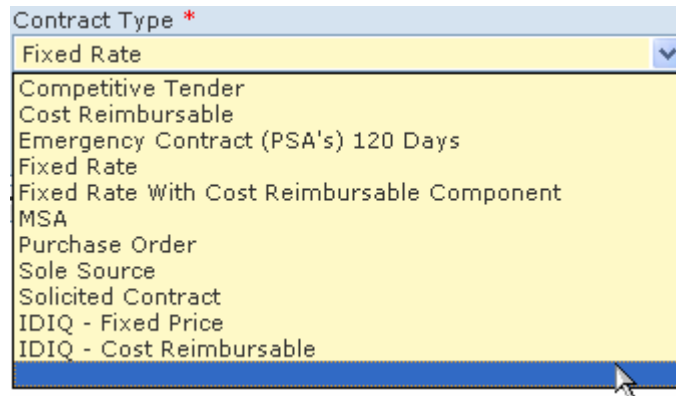


Figure 7.11

Personal Service Agreement (PSA)

Personal Service Agreement or PSA field becomes mandatory when the contract type "Emergency contract" is selected. The PSA client is a client for whom an emergency ruling by a judge or court is made through which services may be delivered.

CLIN Amount

CLIN Amount is the total amount CFSA has agreed to pay for specific service during a specified time period. Once the daily facility rate and the contract capacity are entered the CLIN amount is calculated.

Remaining Balance

This field displays the amount of the CLIN less the expended cost on a daily basis. This is a new field and is system calculated.

Daily Facility Rate

Daily facility rate is the amount received by the facility when providing the specified service. This amount varies according to the nature of the service offered, the facilities that offer them. For example a Room & Board/Specialized Foster Care service for a child is likely to cost less than a Room & Board/Traditional Foster Care Teen Parent - 1 Child for a teen parent.

Referring back to the scenario, Femalé Scott could receive service of Room & Board/Specialized Foster Care Teen Parent – 1 Child as a means to keep the teenage mom and child in a foster care setting. This service is paid at a much higher rate than the regular Room & Board/Specialized Foster Care to help offset some of the cost associated with the care of the teen parent's child.

Contracted Capacity

Contract capacity is the maximum number of children that can receive service under this CLIN during the period.

Medicaid Eligibility

This field denotes whether a client is eligible for Medicaid or not. In a case where it is selected "Yes" the services for the client are paid through a government subsidy other than CFSA.

Court Order

This field denotes a client's eligibility to receive a service under a judgment passed in the court.

Linking a Provider to a Facility

How to Import Facilities to Contracted CLINs

For the CFSA's contracted child placement agencies, it is imperative that the subcontracted facilities are appropriately linked to a contract in FACES.NET. Once the contract holder has identified licensed facilities (foster homes) offering the contracted services, these facilities must be linked to a contract line item (CLIN). This must be completed prior to a child being placed in that facility through FACES.NET.

Pointers to Remember:



1. Providers can only be linked to existing contracts.
2. You should know the contract ID# of the contract to which you wish to connect the provider.
3. You should also know the provider ID# of the provider to be added.
4. Please note that traditionally it is the responsibility of the Office of Licensing and Monitoring to link a facility to Agency (the contract holder). Not doing so will prohibit

children from being placed into that facility, and in effect preventing the facility/foster home from getting paid.

Steps Include:

Step 1: Place the cursor over Provider, then Contracted Services and click Contracts.

Step 2: Highlight a contract and click Show. If multiple contracts exist. This will put that contract in focus.

Step 3: Click on the CLIN tab.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Contract Svcs **Contracts** Monitoring Contract Hist

Contract Entry

* Denotes Required Fields * Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Contract ID	CFSA Contract#	Contract Start Date	Contract End Date	Provider Name
1408	CFSA02M2544	08/08/1999	08/01/2020	Faces Placement Agency

Provider ID: 10007941
Contract ID: 1408
Industry ID:
Aggregate Contract Amount: \$1,400,321.00

Provider Name: Faces Placement Agency
Contract Date: 8/19/1999
Payment Type: Regular Paid
Contract Amount: \$1,400,321.00

SSN:
FEIN:
CFSA Contract Number: New Format CFSA-02-M-2544
Contract Start Date: 8/8/1999
Contract End Date: 8/1/2020

Check Address: 1 Park Avenue NW
Washington, District of Columbia 20001

Comments:
Edit

New Save Approval Cancel

Figure 7.12

Step 4: Highlight a CLIN. This will put that CLIN in focus.

Step 5: Click on the Facility tab.

Notes:



§ If the service needed does not already exist on the current contract for which you are working (For example: if you have just entered a new contract), click New to proceed with entering a new CLIN.

§ All CLINs noted in red in the inset grid indicate that the CLIN is inactive/end dated.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider Contractd Svcs **Contracts** Monitoring Contract Hist

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

July 2007

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Contract Entry

* Denotes Required Fields ** Denotes Half-Monthly Fields * Denotes AFCARS Fields

Contract **CLIN** Facility

CLIN ID	CFSA Contract#	CLIN	CLIN Start Date	CLIN End Date	CLIN Amount
1	CFSA02M2544	Vocational Services	08/08/1999	08/01/2020	\$321.00
2	CFSA02M2544	Room & Board/Trad	08/08/1999	08/01/2020	\$500,000.00
3	CFSA02M2544	Room & Board/The	08/08/1999	08/01/2020	\$600,000.00
4	CFSA02M2544	Room & Board/Trad	08/08/1999	08/08/2007	\$100,000.00
5	CFSA02M2544	Room & Board/Trad	07/13/2007	07/13/2008	\$200,000.00
6	CFSA02M2544	Room & Board/Trad	08/09/2007	08/08/2008	\$100,000.00

CLIN ID: 6 CFSA Contract Number: CFSA02M2544 CLIN Start Date: 8/9/2007 CLIN End Date: 8/8/2008

CLIN: Room & Board/Traditional FC Teen Parent - 1 Child

Contract Type: Cost Reimbursable

Daily Facility Rate: \$250.00 Contracted Capacity: 15

CLIN Amount: \$100,000.00 Remaining Balance: \$100,000.00

Medicaid Eligible: No Court Order: No

New Save Approval Cancel

Figure 7.13

Step 6: Click on the Facility tab.



Note:

§ All Facilities noted in red in the inset grid indicate that the facility has been imported into another CLIN.

Step 7: Click the Import Facilities button.

Contract Entry
 * Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes APCARS Fields

Contract CLIN **Facility**

CLIN ID	Facility ID	Facility Start Date	Facility End Date	CLIN Amount	Provider ID	Facility Name
6				\$100,000.00		

CFSA Contract Number: CFSA-02-M-2544
 Facility Address:
 CLIN Description: Room & Board/Traditional FC Teen Parent - 1 Child
 Contact: Prefix, First, Middle, Last, Suffix
 Phone, Ext, Fax
 Facility Start Date, Facility End Date, Active
 Notes
 New Save Approval **Import Facilities** Cancel

Figure 7.14

Step 8: A window will appear in which you will first select the Contract in which the facility was last active. Select that contract from the Select Contract pick list.

Note:



§ The Select Contract pick list will only populate the most recent Contract ID with the same service as the selected CLIN.

Select Facilities to Import into Contract Id: 1408, Line Number:6

Select Contract: 1408

Contract ID	Start Date	End Date
1408	08/08/1999	08/01/2020

In order for the facilities to be imported they must meet certain predefined criteria. The criterion has been defined as follows:

- 1) The Facility must be a Contracted Provider.
- 2) The Facility must be designated as a Facility Provider.
- 3) The Facility must not be associated to any other CLIN that is within the same date range and for the same service.
- 4) The Facility must not have already been entered or imported into the current CLIN.

Facility ID	Facility Name	Provider ID	Address
-------------	---------------	-------------	---------

Import Cancel

Figure 7.15

Step 9: Select the CLIN from the Select CLIN pick list.

Step 10: Select the facilities to import into Contract Id: #####, CLIN# by placing a check mark in the box to the left of the facility name.

Notes:



- § This pick list will populate most recent CLIN(s) for the same services as the selected CLIN on the CLIN tab.
- § The title bar includes the FACES.NET Contract ID # and the CLIN # to which facilities will be imported. The title for this window reads "Select Facilities to Import into Contract Id: #####, CLIN#"

CLIN ID	CLIN	Start Date	End Date	Facility Rate
4	Room & Board/Traditional FC Teen	08/08/1999	08/08/2007	250

1) The Facility must be a Contracted Provider.
2) The Facility must be designated as a Facility Provider.
3) The Facility must not be associated to any other CLIN that is within the same date range and for the same service.
4) The Facility must not have already been entered or imported into the current CLIN.

☐ Select All

Facility ID	Facility Name	Provider ID	Address
<input type="checkbox"/> 18399	Good, Johnny	10013730	353535 East Beach Bayou SW Washington, District of Columbia
<input type="checkbox"/> 18398	Middleton, Sarah	10009721	1101 17th Street NW Washington, District of Columbia
<input type="checkbox"/> 18401	Williams, Bart	10013843	52587 KELLY Arcade Temple Hills, Maryland
<input type="checkbox"/> 18400	Williams, Cece	10013731	52587 Kelly Arcade Temple Hills, Maryland 20725

Import Cancel

Figure 7.16

Step 11: Select the facilities to import into Contract Id: #####, CLIN# by placing a check mark in the box to the left of the facility name.



Notes:

- § Importing facilities is an irreversible process, so be certain that you are importing the correct facilities before going through with the action.
- § Only click the Select All checkbox if you are certain that you want to import every facility in the list.
- § Keep in mind that certain criteria must be met in order for a facility to be correctly imported. Those criteria are:
 - The Facility must be a Contracted Provider or Both.
 - The Facility must be designated as a Facility Provider.
 - The Facility must be linked to a prior CLIN with the same Provider Agency and the same service
 - The Facility must not be associated to any other CLIN that is within the same date range and for the same service.
 - The Facility must not have already been entered or imported into the current CLIN.

§ If a contracted provider has two different contracts, the Import functionality can not be used. Use the individual Provider linking functionality.

Step 12: Click the Import button.

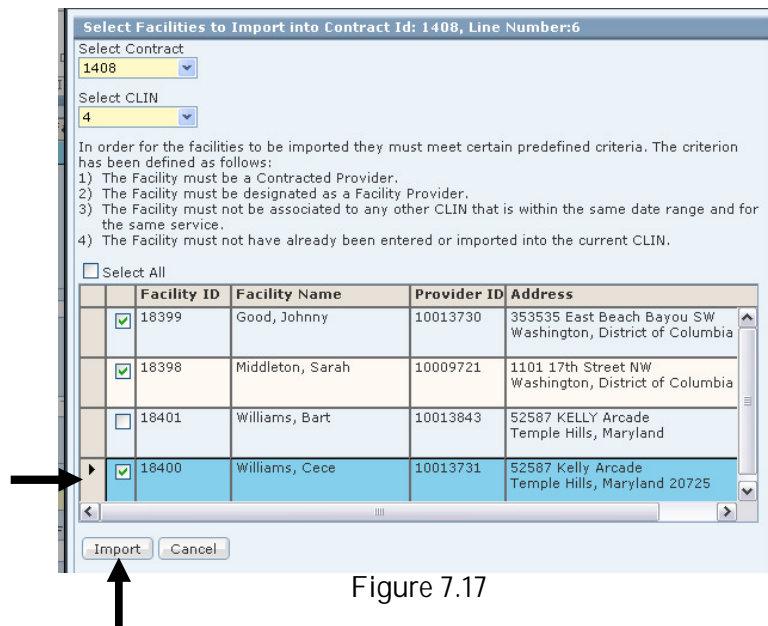


Figure 7.17

Step 13: Answer the question from the system prompt: "Are you sure you want to import the selected facilities? Once imported this process has a significant impact on payment processing and cannot be undone. Do you wish to continue?"

Step 14: If you answer "No", the screen will default back to the previous window where the facilities are selected. If you answer "Yes", the selected facilities are added on the Facility tab (See Figure 7.17).

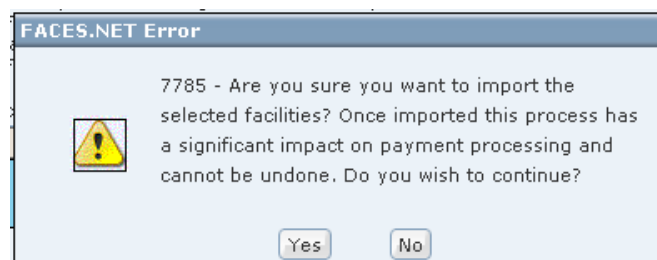


Figure 7.18

Step 15: If need be, you may update specific information for each added facility. For example, the contact information may have changed for several facilities, or a facility that was once inactive may now be active.

Step 16: Click Save.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

F A C E S . N E T

Referral Case Client **Provider** Admin PPW

Provider Contractd Svcs **Contracts** Monitoring Contract Hist

Contract Entry
* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Contract CLIN **Facility**

CLIN ID	Facility ID	Facility Start Date	Facility End Date	CLIN Amount	Provider ID	Facility Name
6	18402	08/09/2007	08/08/2008	\$100,000.00	10009721	Sarah Middleton
6	18403	08/09/2007	08/08/2008	\$100,000.00	10013730	Johnny Good
6	18404	08/09/2007	08/08/2008	\$100,000.00	10013731	Cece Williams

CFSA Contract Number
CFSA02M2544

Facility Address *
1101 17th Street NW
Washington, District of Columbia 20036
Ward:2, Census Tract:53.2

CLIN Description
Room & Board/Traditional FC Teen Parent - 1 Child

Provider 10009721

Contact
Prefix First * Middle Last * Suffix
Jim Jorner

Phone * (202) 777-7777 Ext Fax

Facility Start Date * 8/9/2007 Facility End Date * 8/8/2008 Active * Yes

Notes

New **Save** Approval Import Facilities Cancel

Figure 7.19



Notes:

- § The provider has to be designated as a facility in order to be added to the facility tab.
- § If the user tries to enter an "agency only" type of provider the system will reject it and prompt for a facility provider.
- § The CFSA Number and the CLIN Description will pre-populate.

Notes

SECTION 8: PROVIDER CLOSURE

Performance Objectives

In this Section, you gain confidence in your ability to:

- g How to close a Provider
- g Close a Provider



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Practice Overview

Reasons for Closing Foster Homes

When foster parents cease to meet the standards or otherwise fail to provide the quality of care required and expected the children shall be removed, the facility shall be closed, and removed from the register of homes in which CFSA children are placed.

Closure of a foster home may also be initiated by the foster parent, when certain circumstances occur that make it difficult or impossible for him/her to continue providing care for foster children. Some of the reasons for closing a facility shall include, but not be limited to the following:

- Illness or death of foster parent;
- Child discharged from a Kinship foster home;
- Foster parent's plans change (i.e., move out of the area);
- Foster home is not meeting the health and child-care standards;
- Foster parent is unable to accept CFSA policies;
- Foster parent's income is inadequate, due to loss of job, decrease in salary, etc.;
- Report of abuse or neglect is supported; and
- Documented evidence of substance abuse.

The program monitor or contracted Agency representative is responsible for recommending closing a foster home. This decision must be approved by the supervisor and shall be based on the outcome of an evaluation conducted by the worker or the Intake Services social worker, involving reports of child abuse and neglect. The notarized Certification of Compliance for a foster home license renewal shall be submitted to the Department of Health thirty days prior to the expiration of the current license or as soon thereafter as all documentation is obtained.

Closing Foster Homes and Group Homes

When foster parents or group homes cease to meet the standards or otherwise fail to provide the quality of care required and expected, the children shall be removed the facility shall be closed and removed from the register of homes in which CFSA children are placed. Closure of a foster home may also be initiated by the foster parent, when certain circumstances occur that make it difficult or impossible for him/her to continue providing care for foster children.



Note: Foster homes, group homes or any providers can not have clients attached at the time of closing.

How to Close a Provider

Closing a Contracted Family Placement Facility Provider

FACES.NET Scenario

Provider Name: Bart Williams
Provider Gender: Male
Provider Address: 52587 Kelly Arcade
Temple Hills, MD 20725
Provider Description: Bart Williams is a Foster Home that is contracted through the FACES Placement Agency. Bart Williams is a provider who has been licensed to provide certain services through the FACES Placement Agency for CFSA.

Contracted Services:

- § Room & Board/Traditional Foster Family/Level 1;
- § Room & Board /Therapeutic Foster Family/ Level 1.

Closure Reason: Foster parent's plans change (i.e., move out of the area)

Steps Include:

- Step 1: Click the (+) next to Workload and then click My Assignments within the left pane to display your Workload.
- Step 2: Click on the correct Provider (ID 10013843). This will bring that Provider into focus.

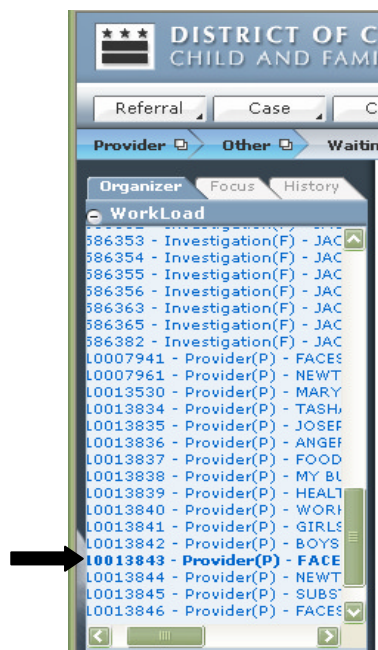


Figure 8.1

Step 3: Hold cursor over Provider, and then click on Gen Info to display the Resource Directory screen.

Step 4: Click on the Closure History tab.



Note: Before a foster home, group home or any provider can be closed; all children must be first removed.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin PPW

Provider New Search **Gen Info** Tax/Pmnt Info Checklist Availability License Clients More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: WILLIAMS, BART

Entity ID: 10013843

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Info Local Address Services Provided Preference **Closure History** Recruitment

Open/Change Date	Category	Agency Name	Close Date	Reason
01/06/2006	Contracted	FACES PLACEMENT AGENCY		

Reopen Close

Open/Change Date Close Date Reason for Closure Other

01/06/2006

Closure Summary

Save Approval History Cancel

Figure 8.2

Step 5: Click the Close button. The Approval/Request pop-up window will display.

Step 6: Check the Request box.

Step 7: Enter the Reason* for closure.

Step 8: Enter the Close Date*. The current date will default.

Step 9: Enter the closure Summary*.

Step 10: Click OK.

The screenshot displays the FACES.NET Resource Directory interface. On the left, a sidebar shows the 'In Focus' section with details for 'ADMIN TRAINER' (Entity Name: WILLIAMS, BART; Entity ID: 10013843). The main window shows the 'Resource Directory' with tabs for General Info, Local Address, Services Provided, Preference, Closure History, and Recruitment. The 'Closure History' tab is active, showing a table with columns: Open/Change Date, Category, Agency Name, Close Date, and Reason. A pop-up window titled 'Approval/Request' is open, containing the following fields:

- ☒ Request
 - Social Worker: ADMIN TRAINER
 - Date: 8/27/2007
 - Reason *: Provider Requests Closure (dropdown)
 - Specify: (text field)
 - Close Date *: 8/27/2007 (dropdown)
 - Open Date: 1/6/2006 (text field)
 - Summary *: Mr. Bart Williams is requesting closure of his foster home. Mr. Williams' job is relocating him out of the state. (text area)
- ☒ Approve
 - Supervisor: ADMIN TRAINER
 - Date: 8/27/2007

Buttons for 'Save', 'Reopen', 'OK', and 'Cancel' are visible at the bottom of the pop-up window.

Figure 8.3

Notes:



- § Supervisory approval is needed in order to close a foster home, group home or any provider.
- § Once approved, the information from the Approval/Request pop-up window will populate on the Closure History tab.
- § End date Provider's availability on the Availability Screen.
- § End date Provider's services on the Services screen.

Step 11: Click Save.

**DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY** FACES.NET

Referral Case Client **Provider** Admin PPW Case [Go]

Provider New Search Gen Info Tax/Pmnt Info CheckList Availability License Clients More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: WILLIAMS, BART

Entity ID: 10013043

Resource Directory

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

General Info Local Address Services Provided Preference **Closure History** Recruitment

Open/Change Date	Category	Agency Name	Close Date	Reason
01/06/2006		FACES PLACEMENT AGENCY	08/27/2007	Provider Requests Closure

Reopen Close

Open/Change Date Close Date Reason for Closure Other

01/06/2006 08/27/2007 Provider Requests Closure

Closure Summary

Mr. Bart Williams is requesting closure of his foster home. Mr. Williams' job is relocating him out of the state.

Save Approval History Cancel

Figure 8.4



Note: Although FACES.NET does not prompt user, for documentation purposes, the provider services should also be end dated as well as the home should be made unavailable.

Notes

SECTION 9: RECORDING FOSTER PARENT TRAINING HOURS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enter and Enroll in Non-CFSA Workshops
- g Enter and Enroll in CFSA Workshops
- g Utilize the Troubleshooting Checklist
- g Interpret the Foster Parent Management Reporting



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Practice Overview

Recording Foster Parent Training Hours

An initial license is defined as the first licensure date that is recorded in FACES.NET on behalf of a Foster Home. The temporary and provisional licenses are not considered as an initial license for congregate care and group homes.

Before a foster home is licensed, the Foster Parent(s) will receive a minimum of 15 hours of Pre-Service training. District - Foster Parents will receive a minimum of 30 hours of Pre-Service training. After a home is receives its initial license, the Foster Parent(s) shall receive a minimum of 15 hours of In-Service training.

Recording Non-CFSA Foster Parent Training Hours



Note:

- § Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).
- § According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 30 hours of pre-service training.
- § According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
- § In addition to the 30 Pre-Service hours, mandatory In-Service trainings (minimal 15 hours) are required every year.

Enter a Non CFSA Workshop

The following section discusses how to enter detailed information about a Non-CFSA foster parent workshop.

Steps Include:

- Step 1: Place your mouse over the Admin menu.
- Step 2: Place your mouse over Training, Enroll, and Non CFSA.
- Step 3: Click on Find Non CFSA Workshop. The Find Non Agency Workshop screen will display.

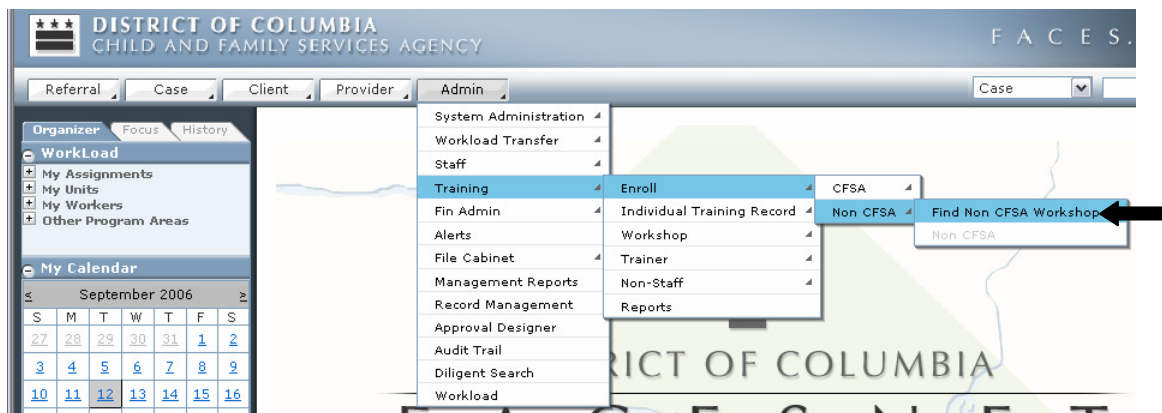


Figure 9.1

Step 4: To enter information for a new workshop, click New.

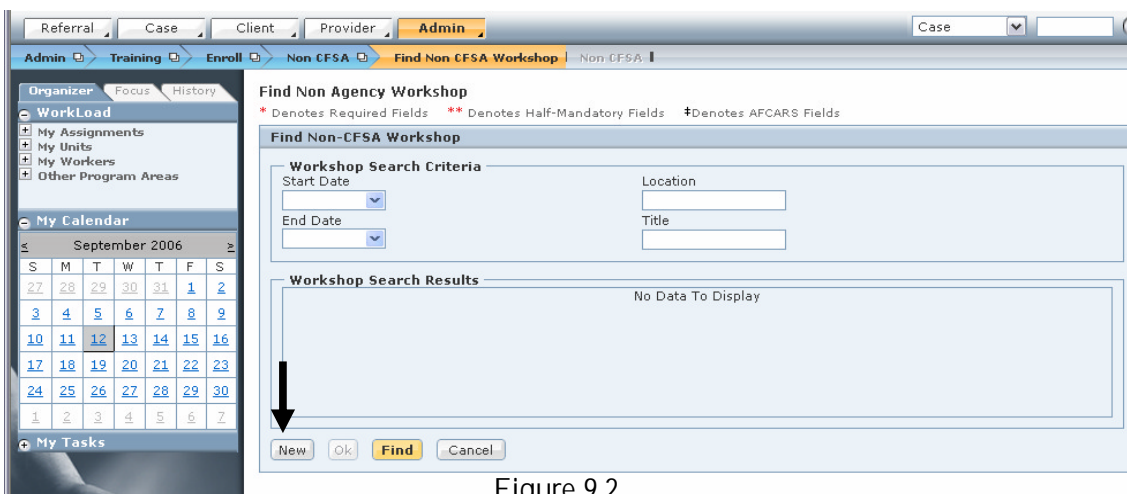


Figure 9.2



Note: If a class has already been entered into FACES.NET and you only need to add attendees' names, then find the existing workshop by performing a search. Search by either the workshop Start Date, End Date, Location, or Title.

Step 5: Create a course Title* for the workshop by typing in the name of the course.

Step 6: Choose the Type of Training*: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).

Step 7: Complete the remainder of the Non CFSA Workshop Details window, which includes the Workshop Description*, Provider*, Start Date* and End Date* in addition to other details.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NE

Referral Case Client Provider **Admin** Case

Admin Training Enroll Non CFSA **Find Non CFSA Workshop** Non CFSA

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Find Non Agency Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields *Denotes AFCARS Fields

Non CFSA Workshop Details

Title*
MAPP-001 Find Workshop

Type of Training*
Pre-Service Training

Location
702 H Street, NW

Provider*
Helping Families Grow

Contact Phone No
(202) 434-0009

Provider License No
987423654

Hours
30.00 ☒ Licensure Credit

Workshop Description*
This course is designed to assist potential foster parents...

Start Date*
10/1/2005

End Date*
9/1/2006

Start Time
9:00 AM

End Time
12:00 PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
------	--------	--------------------------	--------------------------	-------

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.3



Note: Be certain to enter the Hours and the Licensure Credit information so that the trainee will get their credited hours toward their licensure. If this information is not recorded, then the foster/adoptive parent will not get the appropriate licensure credit hours for completing the training. See Figure 9.3.

Step 8: Click the Save Workshop button once all workshop information has been entered. The Find Persons button will then enable, allowing names of attendees to that workshop to be entered.

Step 9: To enter another workshop, click the New Workshop button.

Step 10: Repeat Steps 5-8 to enter new workshop(s). If preferred, you may repeat Steps 9-10 until all workshops have been entered.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NE

Referral Case Client Provider **Admin** Case

Admin Training Enroll **Non CFSA** Find Non CFSA Workshop **Non CFSA**

Organizer Focus History
In Focus
User Name:
ADMIN TRAINER

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Non CFSA Workshop Details

Title*
MAPP-001 Find Workshop

Type of Training*
Pre-Service Training

Location
702 H Street, NW

Workshop Description*
This course is designed to assist potential foster parents...

Provider*
Helping Families Grow

Contact Phone No
(202) 434-0009

Provider License No
987423654

Hours
30.00 ☒ Licensure Credit

Start Date*
10/1/2005

End Date*
9/1/2006

Start Time
9:00 AM PM

End Time
12:00 AM PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
------	--------	--------------------------	--------------------------	-------

Find Persons Remove Persons New Workshop **Save Workshop** Approval Cancel

Figure 9.4



Note:

- § If this is a workshop that has already been entered in the system, then click the Find Workshop button to search for the existing workshop. This will pull the workshop information to the main screen, where attendees can then be added.
- § The Start Date* of the workshop must be today's date or a past date.

Enroll Non CFSA Foster Parent(s)/Provider(s)



Note: The following is a continuation of the above section, and discusses how to enroll Non CFSA foster parents/providers into Non CFSA workshops.

Figure 9.5

Step 1: With the workshop in focus, click Find Persons to begin logging the names of the individuals who attended the training session. The below Search Person window will appear.

Name	Agency Name	Provider	Provider ID
MARY BANKS		MARY BANKS	10013530
THOMAS BANKS		MARY BANKS	10013530

Figure 9.6

- Step 2: Choose the Foster/Adoptive Parent radio button at the top right hand side of the window. This will automatically clear the defaulted name from the person who is currently logged into FACES.NET.
- Step 3: Enter the name of the attendee, or find the attendee by utilizing the other search criteria listed.
- Step 4: Click Find to search for individuals in the FACES.NET database that match your search criteria.
- Step 5: From the list of results, select the name of the individual you were searching, and click Ok to add the individual's name to the list as a status of a "Potential Enrollee".

Referral Case Client Provider Admin Case

Admin Training Enroll Non CFSA Find Non CFSA Workshop Non CFSA

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Find Non Agency Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Non CFSA Workshop Details

Title* MAPP-001 Find Workshop

Workshop Description* This course is designed to assist potential foster parents...

Type of Training* Pre-Service Training

Location 702 H Street, NW

Provider* Helping Families Grow Contact Phone No (202) 434-0009 Provider License No 987423654 Hours 15.00 ☐ Licensure Credit

Start Date* 10/1/2005 End Date* 11/30/2005 Start Time 9:00 AM PM End Time 12:00 AM PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
MARY BANKS	Potential Enr	MARY BANKS	MARY BANKS	(-)

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.7

- Step 6: Click the Approval button to request and approve the attendee names.



Note: In order to find the Foster/Adoptive parent for enrollment then be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.

Step 7: Click the Request check box.

Requesting Worker	Request Date	Approving/Denying Worker	Approve/Deny Date
ADMIN TRAINER	Wednesday, September 13, 2006		

Requesting Worker: ADMIN TRAINER Requesting Date: Wednesday, September 13, 2006

Approving Worker: TRAINER, ADMIN - Training AD Approving Date:

☒ Request ☐ Deny ☐ Approve ☐ Send Back Reason:

Comments:

OK Cancel

Figure 9.8

Step 8: Click OK to add the person's name to the list as a status of "Approval Requested".

Referral Case Client Provider Admin Case

Admin Training Enroll Non CFSA Find Non CFSA Workshop Non CFSA

Organizer Focus History

WorkLoad

My Assignments

My Units

My Workers

Other Program Areas

My Calendar

October 2006

S M T W T F S

24 25 26 27 28 29 30

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My Tasks

Find Non Agency Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Non CFSA Workshop Details

Title* MAPP-001 Find Workshop

Workshop Description* This course is designed to assist potential foster parents...

Type of Training* Pre-Service Training

Location 702 H Street, NW

Provider* Helping Families Grow Contact Phone No (202) 434-0009 Provider License No 987423654 Hours 15.00 Licensure Credit

Start Date* 10/1/2005 End Date* 11/30/2005 Start Time 9:00 AM PM End Time 12:00 AM PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
MARY BANKS	Approval Re		MARY BANKS	()-

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.9

Step 9: Click the Approval button to request and approve the attendee names.

Step 10: Click the Approve check box.

	Requesting Worker	Request Date	Approve/Deny/Send Back Worker	Approve/Deny/Send Back Date
*	TRAINER ADMIN	9/13/2006 11:21:22 AM	TRAINER , ADMIN - Training ADMIN	9/13/2006 12:00:00 AM

Requesting Worker: TRAINER ADMIN Requesting Date: 9/13/2006 11:21:22 AM

Approving Worker: TRAINER , ADMIN - Training AD... Approving Date: Wednesday, September 13, 2006

☒ Request ☐ Deny ☒ Approve ☐ Send Back Reason: [dropdown]

Comments: [text area]

OK Cancel

Figure 9.10

Step 11: Click OK to add the person's name to the list as a status of "Enrolled". The enrolled status verifies that the individual has completed the specified workshop.

Referral Case Client Provider **Admin** Case

Admin Training Enroll Non CFSA Find Non CFSA Workshop Non CFSA

Find Non Agency Workshop
 * Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Non CFSA Workshop Details

Title* MAPP-001 Find Workshop Workshop Description* This course is designed to assist potential foster parents...

Type of Training* Pre-Service Training

Location 702 H Street, NW

Provider* Helping Families Grow Contact Phone No (202) 434-0009 Provider License No 987423654 Hours 15.00 ☐ Licensure Credit

Start Date* 10/1/2005 End Date* 11/30/2005 Start Time 9:00 AM End Time 12:00 PM

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
MARY BANKS	Enrolled		MARY BANKS	()-

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.11

Adding Other Individuals to an Existing Workshop

Step 1: To add additional names to the training list, start by clicking the Find Persons button.

Step 2: Follow Steps 11 -16. Additional names will appear on the list as seen in Figure 9.12.

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
Tasha Jackson	Potential Enr		TASHA JACKSON	() -
MARY BANKS	Enrolled		MARY BANKS	() -

Figure 9.12



Note: The Remove Persons button can be utilized to remove a name that was accidentally added to the enrollment list. This feature is only enabled when the status for an individual reads as a "Potential Enrollee".

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
Tasha Jackson	Potential Enr		TASHA JACKSON	() -
MARY BANKS	Enrolled		MARY BANKS	() -

Figure 9.13

Individual Training Record



Note:

- § A Provider can look at the training record of Foster/Adoptive Parents.
- § The Individual Training Record is located under the Provider module in FACES.NET.
- § The Provider will see all classes that have been completed by the Foster/Adoptive Parent.

Steps Includes:

Step 1: Hold mouse over Provider.

Step 2: Click on Search.



Figure 9.14

Step 3: Enter the Provider in the Search Criteria.

Step 4: Click on Search.

Figure 9.15

Step 5: Highlight Provider from Search Results screen.

Step 6: Click on Show.

Availability: ☐ Available ☐ Unavailable ☒ All

FACES Contract Number:

Number Of Records To Be Displayed Per Page: ☐ 20 ☒ 50

Search Results

Provider ID	Agency/Provider Name	First Name	Last Name	School District	% Match
10013530		MARY	BANKS		100

Provider Details

Provider ID: 10013530 License Number: Provider Type: CFSA/Non-Contracted Contract Facility ID:

CFSA Monitor: TRAINER, ADMIN PSA Client: Agency Name: Services Searched:

Provider Name: BANKS, MARY Monitoring Agency:

Address: 7657 Monroe Street SW Washington District of Columbia

School District: Home Phone: () - Work Phone: () - Ext:

New Search **Show** Clear Cancel

Figure 9.16

Step 7: Hold mouse over Provider, Homes, and then Member Info.

Step 8: Click on List of Household Members.

Referral Case Client **Provider** Admin

Provider New Search Gen Info

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

CheckList Availability License Clients More

Homes Member Info List of Household Members

Contacts Comp Member

Persons Spec Child Employers

Svc/Adm Details Income

Cntrctd Svcs Svcs Rcvd Extd Fmly

Cntrct/Fldty Info Home Study Med Immun

Other Training Med Hist

Merge

Reports

Figure 9.17



Note: In order to pull up an individual's training record, that person would need to be listed as a Household Member.

Step 9: Highlight Provider.

Step 10: Click on Show.

Household Member Name	DOB	Start Date	End Date
Mary Banks	03/15/1970		
Thomas Banks	06/23/1970		

Figure 9.18

Step 11: Hold mouse over Provider, Homes, and then Member Info.

Step 12: Click on Training.

Household Member Name	DOB	Start Date	End Date
Mary Banks	03/15/1970		
Thomas Banks	06/23/1970		

Figure 9.19

Step 13: Review the Providers non-CFSA training records.



Note:

- § CFSA Training Attended will show in top inset grid.
- § Non-CFSA Training Attended will show in lower inset grid.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

Training Individual Records

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Individual Training Records

Person Information

Name :

CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
		00/00/0000	00/00/0000		
					Total Hours
					Licensure:
					Pre Service:
					In Service:

Non-CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30
					Total Hours
					Licensure:
					Pre Service:
					In Service:

New Save Print Cancel

Figure 9.20

Step 14: To print out record, highlight the Training Workshop Title.

Step 15: Click on the Print button.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client **Provider** Admin

Provider Homes Member Info List of Household Members Member Employers Income Extd Fmly Med Immun More

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Provider

Entity Name: BANKS, MARY

Entity ID: 10013530

Training Individual Records

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Individual Training Records

Person Information

Name :

CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Status	Licensure
		00/00/0000	00/00/0000		
					Total Hours
					Licensure:
					Pre Service:
					In Service:

Non-CFSA Training Attended

Training Workshop Title	Type	Start Date	End Date	Licensure	Hours
▶ MAPP-001	Pre-Service Training	10/01/2005	09/01/2006	Y	30
					Total Hours
					Licensure:
					Pre Service:
					In Service:

New Save Print Cancel

Figure 9.21

Recording CFSA Foster Parent Training Hours



Notes:

- § All training courses are created in FACES. NET for enrollment.
- § Pre-Service trainings are classified as trainings needing to occur prior to a certain service taking place (i.e.: prior to becoming a foster parent). In-Service trainings are classified as trainings that occur after a certain service takes place to help maintain or enhance a skill (i.e.: after becoming a foster parent).
- § According to the Best Practice Implementation Plan, Foster parents will receive a minimum of 30 hours of pre-service training.
- § According to the Best Practice Implementation Plan, Adoptive parents will receive a minimum of 30 hours of training, excluding the orientation process.
- § In addition to the 30 Pre-Service hours, mandatory In-Service trainings (minimal 15 hours) are required on an ongoing basis.

Enter a CFSA Workshop

Steps Include:

- Step 1: Place cursor over Admin, Training, and then Workshop.
- Step 2: Click on Search Workshop.

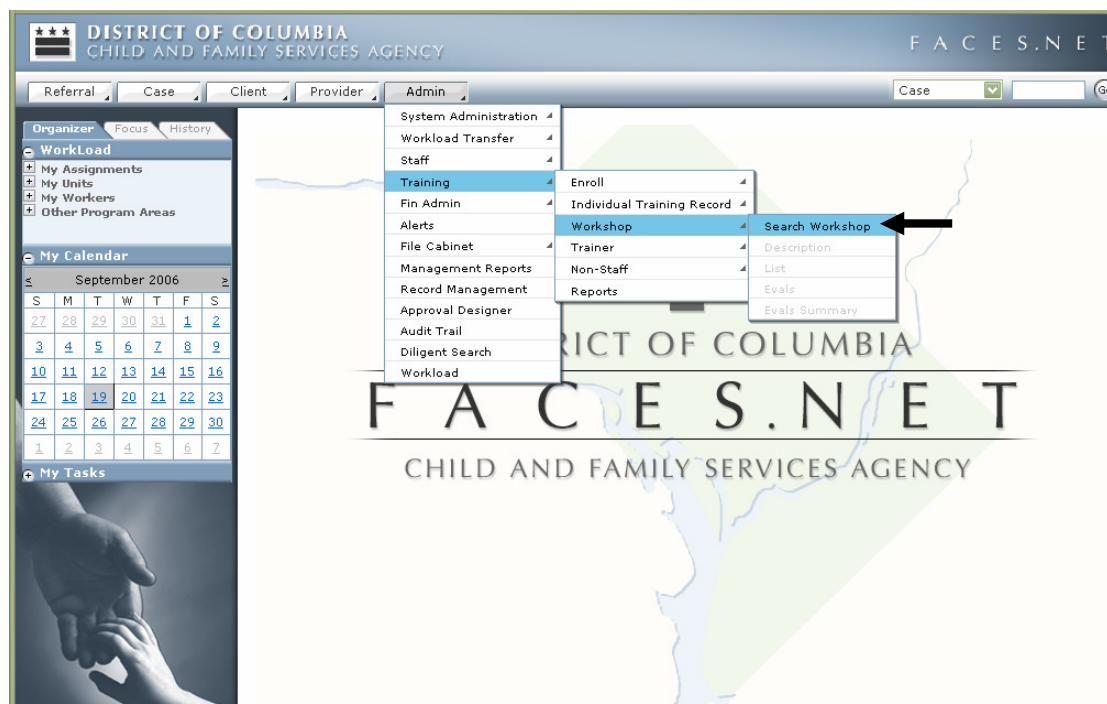


Figure 9.22

Step 3: To begin entering information for a new workshop, click New.



Notes:

- § If this is a workshop that has already been entered in the system, enter the workshop information in the Workshop Search Criteria, and then click on Find button to search for the existing workshop.
- § If searching for exiting workshop by date, the Start Date of the workshop can be today's date, a past date, or a future workshop date.

Figure 9.23

Step 4: Click Description from the breadcrumbs list.

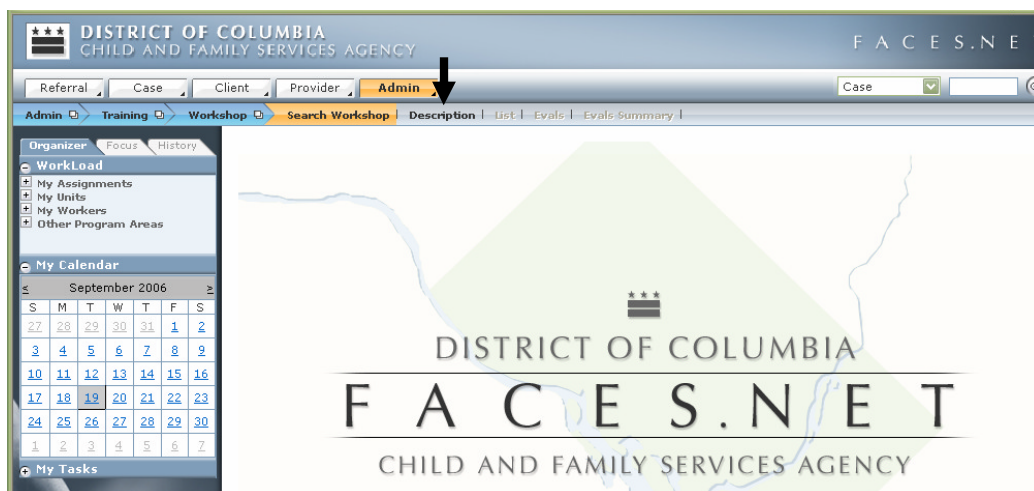


Figure 9.24

- Step 5: Create a course Title** for the workshop by typing in the name of the course. (If the course title already exists, you can select the course title from the Title** pick list.
- Step 6: Choose the Type of Training*: Pre-Service or In-Service. Pre-Service trainings are classified as trainings needing to occur prior to a certain service/licensure taking place. In-Service trainings are classified as trainings that occur after a certain service/licensure takes place to help maintain or enhance a skill.
- Step 7: Select workshop Category* from pick list.
- Step 8: Complete the remainder of the Workshop tab, which includes checking the Mandatory Workshop box for mandatory courses, Category, Required Materials, etc.

The screenshot shows the 'Training Workshop Description' form in the FACES.NET system. The 'WorkShop' tab is selected, displaying various input fields. Arrows highlight specific fields: the 'Title**' dropdown menu, the 'Type of Training*' dropdown menu (set to 'Pre-Service Training'), and the 'Category*' dropdown menu (set to 'Foster Parent Training'). The form also includes checkboxes for 'Mandatory Workshop' and 'Workshop Cancelled', and sections for 'Required Materials' and 'Worker level/Prerequisites'.

Figure 9.25

- Step 9: Click on the Details tab.
- Step 10: Enter the Start Date* and the End Date* of the workshop on the Details tab.
- Step 11: Enter the Start Time and the End Time of the workshop on the Details tab.
- Step 12: Enter the Enroll cut off Date of the workshop on the Details tab.
- Step 13: Place a check mark in the Licensure Credit check box.

Step 14: Enter the total number of hours of training in the Hours* field.

Step 15: Enter the total workshop capacity in the Max Enrollment* field.

Step 16: Enter the Trainer Name* by clicking on the Find Trainer button. This will open a search window, defaulting with the log-in person's name. Click on Clear to enter a different name selection.

Notes:



§ Previous workshops can be searched using the Title** pick list from first title field. Workshop titles can also be used from the pick list for multiple occurring classes.

§ Enter a new workshop title in the second Title** field.

§ Make sure to select the Licensure Credit check box; management reports will reflect the workshop as a licensed credentialed course.

§ Workshops can be searched by workshop title.

Step 17: Enter the Workshop Description.

Step 18: Click on the Location tab to enter information regarding the workshop site.



Note: Complete the additional non mandatory fields on the Details tab as needed (i.e. Enrollment cut off Date, To be Wait Listed, Workshop Description, etc).

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY
FACES.NET

Referral Case Client Provider Admin Case Go

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Training Workshop Description

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

WorkShop Details Location

Workshop Details

Start Date* 9/1/2005 End Date* 8/1/2006 Start Time 00:00 AM PM End Time 00:00 AM PM

Enroll cut off Date To be Wait Listed Expense Account Code 0

☐ Lunch Provided ☒ Licensure Credit

Hours* 30.00 Max Enrollment* 25

Trainer Name* Glenn Hickman Find Trainer

☐ Special Workshop Eligibility Requirements

Workshop Description
PRIDE - 001 Workshop
This workshop will focus on developing the knowledge, skills, and ability of foster parents who provide direct care placements to children in the

Special Requirement Details

Save Cancel

Figure 9.26

- Step 19: Enter the workshop contact phone number in the Contact Phone No* field.
- Step 20: Enter additional information on the Location tab (i.e. Location, Facility Address/Distinguishing Characteristics of Facility, Facility Directions, Facility Food/Parking Information, etc.).
- Step 21: Click on the Save button to save the workshop information.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

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Referral Case Client Provider Admin Case

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Training Workshop Description

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

WorkShop Details Location

Location

Other Location

Contact Phone No* (202) 434-0009

Extention

Facility Address/Distinguishing Characteristics of Facility

Facility Directions to Facility

Facility Food/Parking Information

Save Cancel

Figure 9.27

Enroll CFSA Foster Parent(s)/Provider(s)



Note: The following is a continuation of the above section, and details how to enroll CFSA foster parents/providers into CFSA workshops.

Step 1: Place cursor over Admin, Training, Enroll, and CFSA.

Step 2: Click on Find Workshop.

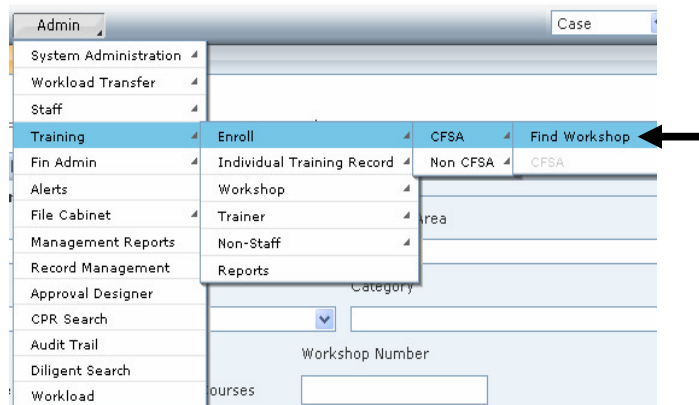


Figure 9.28

Step 3: Enter information in the Workshop Search Criteria window.

Step 4: Click on Find to locate the workshop.

Figure 9.29

Step 5: Select the workshop in the Workshop Search Results.

Step 6: Click on Ok.

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CHILD AND FAMILY SERVICES AGENCY
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Referral Case Client Provider **Admin** Case [v] [Go]

Admin Training Enroll CFSA **Find Workshop** CFSA

Find Workshop
* Denotes Required Fields ** Denotes Half-Mandatory Fields + Denotes AFCARS Fields

Workshop Search

Workshop Search Criteria

Workshop Title [v] Program Area [v]
Worker Level [v] Category [v]
☐ Licensure Credit ☐ Mandatory Courses Workshop Number [v]
☒ Workshop Dates
Start Date [9/1/2005] End Date [8/1/2006]

Workshop Search Results

Titles	Location	Start Date	Start Time	End Date	End Time
Finances using FACE	Prince George's Cou	11/03/2005		11/04/2005	
PRIDE - 001		09/01/2005		08/01/2006	

New **Ok** Find Cancel

Figure 9.30

Step 7: Click on Find Persons from the Training Enrollment CFSA screen.

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CHILD AND FAMILY SERVICES AGENCY

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Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

CFSA Workshop Details

Title: PRIDE - 001 Find Workshop

Workshop No: Enrollment Cut Off Date: Location: Session No:

Start Date: 9/1/2005 Start Time: End Date: 8/1/2006 End Time:

Number Enrolled: 0 Number Waitlisted: 0 Total Capacity: 25 Total Waitlist Capacity: 0

☐ Special Requirments to course Eligibility

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.31



Notes:

- § The person logged into the computers name will automatically default in the Search Person window.
- § In order to find the Foster/Adoptive parent for enrollment, be sure that the Foster/Adoptive parent exists in FACES.NET as a "Household Member" under the Provider screens.

Referral Case Client Provider **Admin**

Admin Training Enroll CFSA Find Workshop CFSA

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Search Person

Person/Trainer Search Criteria

☒ Staff ☐ NonStaff ☐ Trainer ☐ Foster/Adoptive Parent

By Name

First: ADMIN Middle: Last: TRAINER

By Supervisor: By Program Area: FACESNET TRAINING

☐ All Start Date: End Date:

Person/Trainer Search Result

Name	Program Area
ADMIN TRAINER	FACESNET TRAINING

New Ok Find Clear Cancel

Figure 9.32

Step 8: Select Foster/Adoptive Parent radio button in the Person/Trainer Search Criteria window.

Step 9: Enter Foster/Adoptive Parent's name in the Search Person window.

Step 10: Click on the Find button to find the Foster Parent's name.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

Referral Case Client Provider Admin

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Training Enrollment CFSA

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCA S Fields

Search Person

Person/Trainer Search Criteria

☐ Staff ☐ NonStaff ☐ Trainer ☒ Foster/Adoptive Parent

By Name

First Middle Last

Cece Williams

By Supervisor

By Program Area

☐ All Start Date: End Date:

Person/Trainer Search Result

Name	AgencyName	Provider Name
------	------------	---------------

New Ok Find Clear Cancel

Figure 9.33

Step 11: Select Foster Parents name from Person/Trainer Search Result list.

Step 12: Click Ok.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

Referral Case Client Provider Admin

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

WorkLoad

- My Assignments
- My Units
- My Workers
- Other Program Areas

My Calendar

October 2006

S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

My Tasks

Training Enrollment CFSA

* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCA S Fields

Search Person

Person/Trainer Search Criteria

☐ Staff ☐ NonStaff ☐ Trainer ☒ Foster/Adoptive Parent

By Name

First Middle Last

CECE WILLIAMS

By Supervisor

By Program Area

☐ All Start Date: End Date:

Person/Trainer Search Result

Name	Agency Name	Provider
BARBARA CASCADE		BARBARA CASCADE
Bessie Anderson	WATCH CHILDREN GROW	BESSIE ANDERSON
Beth Avery		BETH AVERY
CAMILLE JEFFERSON		CAMILLE JEFFERSON
CECE WILLIAMS		CECE WILLIAMS

New Ok Find Clear Cancel

Figure 9.34



Notes:

- § After clicking Ok, the Foster Parent will show in the Enrollees list.
- § If "Foster or Adoptive Parent Training" is selected when creating the workshop, then the enrollee will have the automatic status of "enrolled." Reconciling on the List screen is required to change the status to "completed".
- § Continue adding trainees to the class list by clicking Find Persons and repeating Steps 1 - 12.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin Training Enroll **CFSA** Find Workshop **CFSA**

Training Enrollment CFSA
* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

CFSA Workshop Details

Title: PRIDE - 001 [Find Workshop]

Workshop No: [] Enrollment Cut Off Date: [] Location: [] Session No: []

Start Date: 9/1/2005 Start Time: [] End Date: 8/1/2006 End Time: []

Number Enrolled: 1 Number Waitlisted: 0 Total Capacity: 25 Total Waitlist Capacity: 0

☐ Special Requirments to course Eligibilit

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
CECE WILLIAMS	Enrolled		CECE WILLIAMS	(301)584-8575

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 9.35

Reconciling a Workshop



Note: In order for a trainee to receive credit for completing a workshop, the status would need to be changed from “enrolled” to “completed”.

Steps Include:

Step 1: Hold mouse over Admin, Training, and then Workshop.

Step 2: Click on Search Workshop.

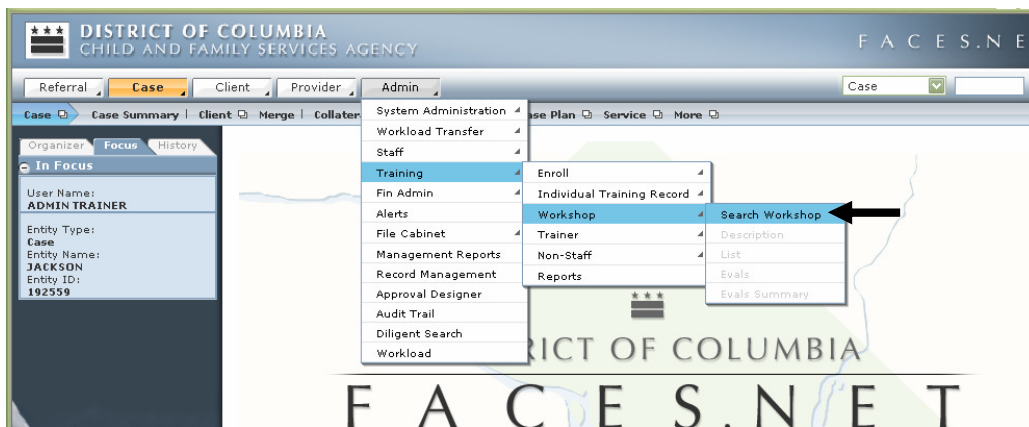


Figure 9.36

Step 3: Enter Workshop Search Criteria information to locate the workshop.

Step 4: Click Find.

Find Workshop
* Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

Workshop Search Criteria

Workshop Title Program Area

Worker Level Category

☐ Licensure Credit ☐ Mandatory Courses Workshop Number

☒ Workshop Dates

Start Date End Date

9/1/2005 8/1/2006

Workshop Search Results

Titles	Location	Start Date	Start Time	End Date	End Time
--------	----------	------------	------------	----------	----------

New Ok Find Cancel

Figure 9.37

Step 5: Select workshop from Workshop Search Results list.

Step 6: Click Ok.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin Training Workshop **Search Workshop** Description List Evals Evals Summary

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Case

Entity Name: JACKSON

Entity ID: 192559

Find Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Workshop Search Criteria

Workshop Title [] Program Area []

Worker Level [] Category []

☐ Licensure Credit ☐ Mandatory Courses Workshop Number []

☒ Workshop Dates

Start Date [9/1/2005] End Date [8/1/2006]

Workshop Search Results

Titles	Location	Start Date	Start Time	End Date	End Time
Finances using FACE Prince George's Cou		11/03/2005		11/04/2005	
PRIDE - 001		09/01/2005		08/01/2006	

New **Ok** Find Cancel

Figure 9.38

Step 7: Click on List from breadcrumbs.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin Training Workshop **Search Workshop** Description **List** Evals Evals Summary

Figure 9.39

Step 8: Select Foster Parent's name.

Step 9: In the Status field, triple-click arrow to show pick list options.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History
In Focus
User Name: ADMIN TRAINER

Training Workshop Enrollment
* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Workshop Information

Workshop Workshop Title
PRIDE - 001

Session Start Date End Date
9/1/2005 8/1/2006

Staff\Non-Staff\Adoptive\Foster Parent

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Enrolled

PreClass Totals

Enrolled 1
On Waiting List 0

Post Class Totals

Attended 0
No Shows 0
Total contact Hours 30

Figure 9.40

Step 10: Change the Status from "Enrolled" to "Completed".

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** Case [Go]

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History
In Focus
User Name: ADMIN TRAINER

Training Workshop Enrollment
* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Workshop Information

Workshop Workshop Title
PRIDE - 001

Session Start Date End Date
9/1/2005 8/1/2006

Staff\Non-Staff\Adoptive\Foster Parent

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Completed

PreClass Totals

Enrolled 1
On Waiting List 0

Post Class Totals

Attended 0
No Shows 0
Total contact Hours 30

Figure 9.41

Step 11: Click Save.

Referral Case Client Provider **Admin** Case [v] Go

Admin Training Workshop Search Workshop Description List Evals Evals Summary

Organizer Focus History
In Focus
User Name:
ADMIN TRAINER

Training Workshop Enrollment
* Denotes Required Fields ** Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Workshop Information

Workshop Workshop Title
PRIDE - 001

Session Start Date End Date
9/1/2005 8/1/2006

Staff\Non-Staff\Adoptive\Foster Parent

Name	Type	Program Area	Phone	Hours	Status
CECE WILLIAMS	Adoptive-Foster Parent		(301)584-8575	030.00	Enrolled

PreClass Totals

Enrolled
1

On Waiting List
0

Post Class Totals

Attended
0

No Shows
0

Total contact Hours
30

Save **Cancel** **Print**

Figure 9.42

Adding a New Trainer Name to FACES.NET

Trainers may vary for each session; the following steps outline how to add a trainer to FACES.NET which would be accessed through the Find Trainer button on the Details tab on the Training Workshop Description window.

Steps Include:

Step 1: Place cursor over Admin, Training, and then Trainer.

Step 2: Click on Find Person.

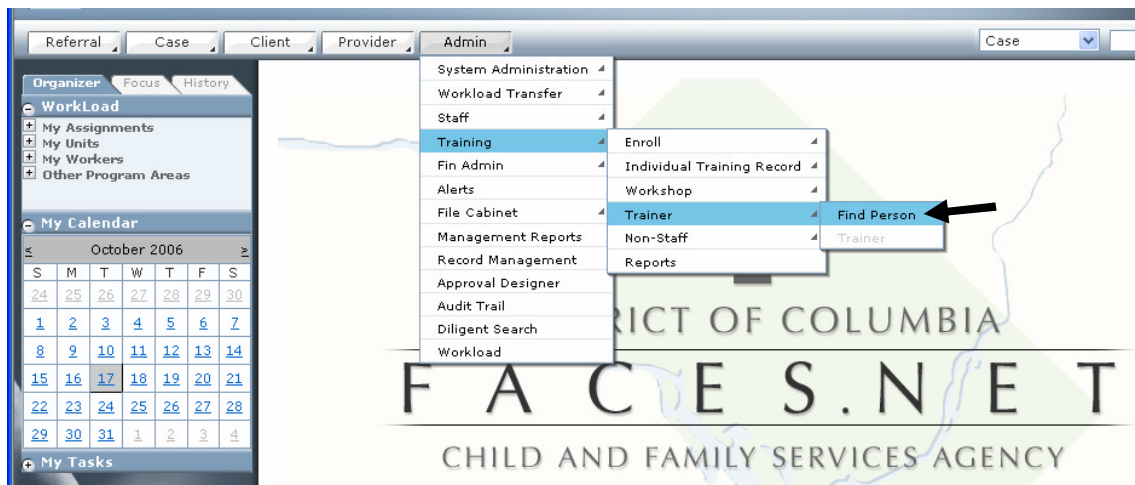


Figure 9.43

Step 3: To begin entering information for a Trainer, click New.

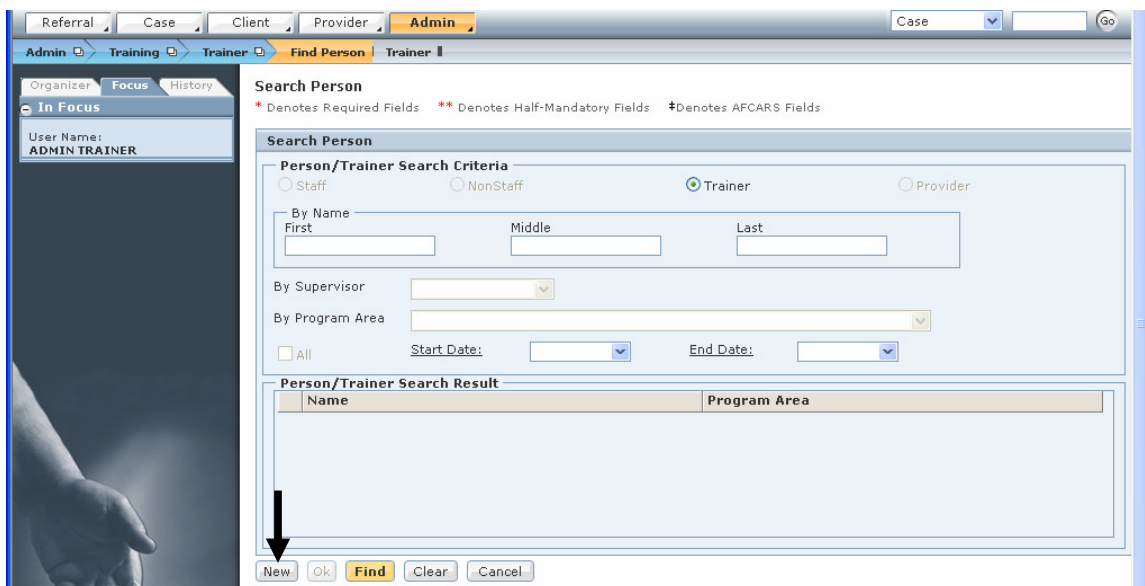


Figure 9.44

Step 4: Type in the First name.

Step 5: Type in the Last name.

The screenshot shows the 'Training Trainer Information' form. The 'Trainer' tab is active. The 'Name' section has fields for Prefix, First, Middle, Last, and Suffix. The 'First' and 'Last' fields are highlighted with yellow backgrounds and have black arrows pointing to them, indicating where to enter the first and last names. Below the name fields is the 'Trainer ID' field, which contains the value '000000006', and an 'Inactive' checkbox. There are also sections for 'Certifications' and 'Qualified To Teach', each with a list box and a magnifying glass icon. At the bottom are 'Save', 'New', and 'Cancel' buttons. The left sidebar shows the 'Admin' menu with 'Training' and 'Trainer' selected, and the 'In Focus' section showing 'User Name: ADMIN TRAINER'.

Figure 9.45

Step 6: Complete the fields and information on other tabs - Address. Workshops Taught and Workshop Scheduled would auto populate with previously entered information.

Step 7: Click Save.

The screenshot shows the 'Training Trainer Information' form with the 'Workshops Scheduled' tab active. The 'Workshops Scheduled Information' section contains a table with the following headers: 'Workshop Title', 'Workshop #', 'Date', and 'Session #'. The table is currently empty. A black arrow points to the 'Save' button at the bottom left of the form. The 'Trainer' tab is also visible, showing the 'Name' section. The left sidebar and top navigation bar are the same as in Figure 9.45.

Figure 9.46



Foster Parent Training Hours Troubleshooting Checklist

- 1) How do I check a foster parent's Individual Training Record Report? Note that there are two ways to do this.
 - a) Searching under the Training Module
 - i) Go to the Training Individual Training Record Find Person
 - ii) Search for the foster parent. Be sure to click the Adoptive/Foster Parent radio button.
 - iii) Go to the Training Individual Training Record.
 - b) Searching under the Provider Module
 - i) Get the Provider in focus.
 - ii) Go to the Provider Household Members List of Household Members
 - iii) Select the Household Member and click Show.
 - iv) Go to the Provider Household Members Training.
- 2) A foster parent's training record shows the wrong hours (or no hours) for a workshop.
 - a) Go to the Training Workshop Search Workshop.
 - b) Find the Workshop.
 - c) Go to the Training Workshop Search Workshop Workshop Description screen, Details tab.
 - d) Check Workshop hours. If incorrect, make the correction.
 - e) Save the record.
 - f) Go to the Training Workshop Search Workshop Workshop List screen. tab.
 - g) For each Foster Parent that was enrolled prior to the above correction being made, correct the hours in the Hours column of the inset grid.
 - h) Save the record. Note that those Foster Parents enrolled after the correction on the Workshop Description has been made will automatically show the corrected hours in the grid.
- 3) A foster parent's training record shows a workshops as Enrolled instead of Completed. They are not getting credit for the hours. (CFSA only)
 - a) Go to the Training Workshop Search Workshop
 - b) Find the Workshop.
 - c) Go to the Training Workshop Search Workshop Workshop List screen.
 - d) For each Foster Parent that has completed the workshop, please update their status to Completed in the inset grid.
 - e) Save the record.
- 4) A foster parent's training record shows a workshop Completed but does not give licensure credit.
 - a) Go to the Training Workshop Search Workshop.
 - b) Find the Workshop.
 - c) Go to the Training Workshop Search Workshop Workshop Description screen, Details tab.
 - d) Check Licensure checkbox.
 - e) Save the record.

- 5) A foster parent's training record shows a workshop as In-Service when it is Pre-Service.
 - a) Go to the Training • Workshop • Search Workshop
 - b) Find the Workshop.
 - c) Go to the Training • Workshop • Search Workshop • Workshop Description screen, Workshop tab.
 - d) Correct Type of Training.
 - e) Save the record.

Foster Parent Training Hours Management Reporting

For full instructions on how to access management reports please view Section 10 of this manual. The following two reports are utilized in tracking Foster Parent Training Hours:

- TRN008MM – Status of Foster Parent Pre-Service Training with Initial License for CY and Last CY
- TRN009MM – Status of In-Service Training for Foster Parents Licensed During CY.

TRN008 Report Logic

Data input for Section 9 will affect statistics recorded for TRN008MM— Status of Foster Parent Pre-Service Training with Initial License for CY and Last CY

TRN008MM captures the following information:

1. An Initial license is defined as the first licensure date recorded in FACES. For the purpose of this report, temporary and provisional licenses are not considered as an initial license
2. MFO - Foster Parents will receive a minimum of 15 hours.

TRN009 Report Logic

Data input for Section 9 will affect statistics recorded for TRN009MM— Status of In-Service Training for Foster Parents Licensed During CY

TRN009MM captures the following information:

1. The universe for this report include all foster parents that have a license end date in the current CY (January - December) or a two-year license for DC Foster Parents with a license end date in the next CY.
2. Training received within twelve months of the license start date is included in the report.
3. Foster Parents shall receive a minimum of 15 hours of In-Service training.

Notes

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SECTION 10: MANAGEMENT REPORTS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Access Management Reports
- g Access Online Reports
- g Access DDE Reports
- g Access Template Reports
- g Access File Cabinet



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Practice Overview

This segment clarifies how to retrieve, view and print reports from FACES.NET. FACES.NET generates several types of reports: Management, On-line, Dynamic Data Exchange (DDE) and Template reports.

In order for the information in the reports to be meaningful, information in the system must be accurate and up-to-date. It is the worker's responsibility to enter detailed, up-to-date, and complete information into the FACES.NET system. Most functions in FACES.NET, Intake/Investigation, Case, Provider/Directory, Training, and Personnel, involve entering data that can be summarized in reports.

In addition, in this segment you will learn how to navigate in the File Cabinet, to place files appropriately in the File Cabinet and to move files among File Cabinet folders. The File Cabinet is accessed through the File Cabinet button on the main level toolbar. However, it is necessary to begin by bringing cases into focus in order to access File Cabinets for a specific case.

The File Cabinet is a storage bin for documents that relate to FACES.NET case, referral, assessment, and resource or staff person. The File Cabinet can contain FACES.NET-generated documents as well as Microsoft Word documents. By linking documents electronically, all users who have access to the File Cabinet have access to documents that relate to cases, referrals, assessments, etc. without sending electronic copies or checking out the physical case file.



FACES.NET Guide

Management Reports

Management reports allow supervisors, program managers and now social workers to track various statistics and measures of case management performance. For example, a management report that tracks cases with current case plans can be generated. Management Reports are also used to help ensure that the Agency is meeting goals established by the Court Monitor, the Department of Health and Human Services, and the Mayor's Scorecard, among others.

The District of Columbia, along with the other 50 States, must submit child-specific data to the Federal Government semi-annually by way of AFCARS - Adoptions and Foster Care Analysis and Reporting System. The data that is submitted must reflect the data that is time-stamped in FACES.NET between the time periods of October 1 through March 31 (known as reporting period A) and April 1 through September 30 (known as reporting period B) of any given fiscal year.

AFCARS were developed by the Federal Government to collect case level information on all children in foster care and on children who are adopted under the auspices of CFSA. Generally, a mock run of the AFCARS report is run 45 days prior to submission to the Federal Government to identify inconsistencies and non-compliance with AFCARS guidelines. Non-compliance includes missing or inconsistent information (i.e., child is 100 years old and in foster care or mother is younger than the child). Non-compliance is when 10% of the data on any one of the 66 data elements are missing. Non-compliance occurs also when data has been entered into FACES.NET more than 60 days after its occurrence (i.e., child discharged from foster care and the date that the home return date or placement date is entered into FACES.NET is 60 days or greater after the event.). AFCARS reports are generated daily to assist with identifying non-compliant data elements for the current AFCARS reporting period

Management Reports are accessed through the Admin module and will only appear if you have the appropriate security level. Management reports are now available for social workers via the Internet. They are non-modifiable but may be printed. Management Reports are a useful strategic tool for measuring compliance with Best Practice. As the saying goes, "If it's not in FACES.NET, it DID NOT happen". Management Reports are an excellent way to check if data is being appropriately entered in FACES.NET as set forth by BPIP.

1. Case carrying social workers as well as managers have access to the Management Reports in FACES.NET.
2. Both private agency and CFSA social workers access management reports via the designated online management reports website: <https://reports.faces.cfsa-dc.org>

The following is a sample of Provider reports:

- PRD127AM – Foster Homes with More Than Three (3) Children Placed
- PRD129 MS – Group Homes with More Than Eight (8) Children Placed.

- PRD138 MS – License Status of Group Homes and Independent Living.
- PRD173 MS – Foster and Natural Children in Foster Homes.
- PRD091 MS – Providers who's Licenses will Expire within 90 days.
- TRN008 MS – Status of Foster Parent Pre-Service Training with Initial License for CY2006 and CY2007
- TRN009 MS – Status of In-Service Training for Foster Parents Licensed During CY2007

How to Access Management Reports from within FACES.NET

CFSA Supervisors and Managers only

Steps Include:

Step 1: Place your mouse over the Admin drop-down menu.

Step 2: Click on Management Reports.

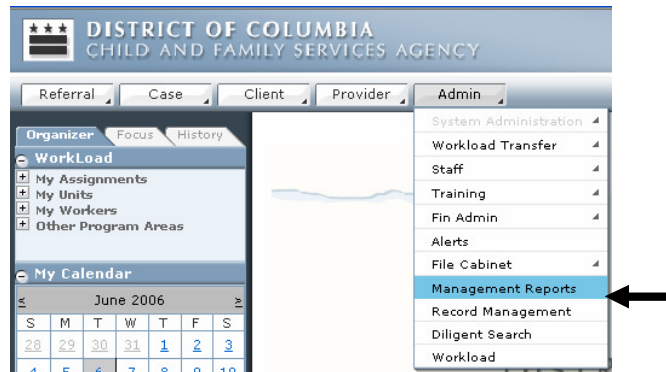


Figure 10.1

Step 3: Choose the Report Category. After a report category is chosen, the list of report titles will be filtered to show only those reports related to the category chosen.

Management Select Report

*Denotes required Fields *Denotes AFCARS Fields

 A screenshot of the 'Management Select Report' form. The form has a header 'Report Search'. Below it are several fields: 'Report Category' (a dropdown menu with 'Contracts' selected, with an arrow pointing to it), 'Report Title' (a text input field with a dropdown arrow on the right, with an arrow pointing to it), 'Report Number' (a dropdown menu, with an arrow pointing to it), 'Paper Size' (a text input field), 'Page Orientation' (a text input field), and 'Report Run Dates' (a dropdown menu, with an arrow pointing to it). At the bottom of the form are three buttons: 'View', 'Report Titles', and 'Cancel'.

Figure 10.2

Step 4: Pick the Report Title.

Step 5: Pick the Report Run Date.

Step 6: Click View.



Notes:

§ You may choose the report by the report number.

§ Click Report Titles to see a list of all available reports.

Access to Management Reports for CFSA and Private Agency Social Workers

Steps Include:

Step 1: Enter the Reports web site address - <https://reports.faces.cfsa-dc.org> in the browser.

Step 2: Enter your User ID and Password.

Step 3: Click the Login button.



Note: Social workers have specialized access to the management reports pertaining to their case load.

Figure 10.3

Figure 10.4

Step 7: Choose the Report Category. After a report category is chosen, the list of report titles will be filtered to show only those reports related to the category chosen.



Pointer to Remember:

The listing of reports available to external Private Agency non-social work staff include all the report compiled in the monthly CSSP packet. Additional reports may be added to this based on an official request from that Agency.

On-Line Reports

On-line reports are generated in FACES.NET and cannot be edited by workers. Staff should always “preview” an on-line report to review the report for accuracy before printing.

FACES.NET Scenario

Steps Include:

Step 1: Open your case.



Figure 10.5

Step 2: Click Reports.

Step 3: Select the Abscondence Summary Report. (See Figure 10.6)
This report displays all abscondence information in the case that has been recorded in FACES.NET.

Select Reports

*Denotes required Fields #Denotes AFCARS Fields

* If a pop-up blocker is installed for your browser, please hold down the 'Ctrl' key while clicking Preview.

Reports		
Report Name	Form Name	Type
AFCARS Adoption Client Information	PPA-ADP-529	On-Line
AFCARS Foster Care Client Information	PPA-FC-548	On-Line
► Abscondence Summary Report	PPA-ABS-621	On-Line
Acknowledgement of Paternity Form	LSA-173	DDE
Admin Review Notification Letter	ADM-REV-9	Template
Adoption Report and Recommendations-Part 1	PPA-ADP-213	DDE
Adoption Report and Recommendations-Part 2	PPA-ADP-214	DDE
Application for Certified Copy of Death Certificate	UNIV-610	DDE
Appointment of Permanent Guradian	PPA-ADP-605	DDE
Center for Keys For Life Referral Form	PPA-FC-549	On-Line
Child Fatality Report	UNIV-609	DDE
Child Fatality Review Report - Addendum	UNIV-821	DDE
Child Fatality Review Summary Report	UNIV-820	DDE

Preview Cancel



Figure 10.6

Step 4: Click the Preview button to display a preview of the report.

Step 5: Highlight the client involved in the abscondence (Keyshawn Jackson).

Step 6: Click OK to review the report.

The screenshot shows the FACES.NET interface with the 'Select Reports' window open. The 'Select Client' sub-window is active, showing a list of clients. The client 'KEYSHAWN JACKSON' is highlighted. The 'Preview' button is visible at the bottom of the main window.

Name	ClientId	Age	Gender	Date of Birth
BILL BROWN	913652		1045	
FEMALE SCOTT	913494		1044	
► KEYSHAWN JACKSON	913648	12	1045	11/29/1993 12:00:
KIANA SCOTT	913493		1044	
LAKEISHA JACKSON	913649		1044	

Figure 10.7



Note: As you page through the report, you see information that you entered in FACES.NET. Please do not print the report at this time.

DDE Reports

Dynamic Date Exchange (DDE) Reports are generated in FACES.NET, but are reviewed, saved, and printed from Adobe Acrobat®. The report can be edited in Microsoft Word. However, only when the worker returns to FACES.NET and corrects the information on FACES.NET screens and re-generates the report is the report truly accurate. Examples of DDE reports include transfer summaries and ICPC requests. In the example below, we will view the Medical Assistance form 30-A.



NEW TERMS

ICPC - Interstate Compact on the Placement of Children is an agreement among all fifty states that serves to coordinate the transfer of children across state lines for placement purposes. It is premised on the belief that children requiring out-of-state placement will receive the same protections and services that would be provided if they remained in their home states. The ICPC outlines the many steps necessary to place a child out of state.

FACES.NET Scenario

Steps Include:

- Step 1: Place the cursor over the Case menu and click Reports.
- Step 2: Highlight the Medical Assistance (FORM – 30A) report and click Preview.
- Step 3: Select one or more clients from the list, and click Preview.
- Step 4: The report will be exported to Microsoft Word. If the Microsoft Word window does not appear, click the Word icon on the taskbar to display the window.
- Step 5: A copy of the report can be saved or printed. To save the report in Microsoft Word:
 - § Click the Eile button;
 - § Click Save As;
 - § In the appropriate field on the Save As pop-up window, enter a meaningful File Name; and
 - § Click OK.



Note: Review the report for accuracy. **CAUTION:** Do not correct information just on the report. Correct inaccuracies in FACES.NET screens and re-run the report. Only then is the information on the report and in FACES.NET the same.

Template Reports

A Template Report is very different from the other two reports previously viewed. These are not reports generated with FACES.NET information. Rather, they are forms available to print and complete as necessary.

FACES.NET Scenario

Steps Include:

- Step 1: Place the cursor over the Case menu and click Reports.
- Step 2: Select a Template report (choose Unusual Incident report).
- Step 3: Click the Preview button to display a preview of the report.
- Step 4: Wait until the report is completely generated.
- Step 5: The report will be exported to Microsoft Word. If the Microsoft Word window does not appear, click the Microsoft Word icon on the taskbar to display the window.
- Step 6: Save the report in Microsoft Word.
 - § Click the File button;
 - § Click Save As;
 - § In the appropriate field on the Save As pop-up window, enter a meaningful File Name; and
 - § Click OK.



Note: After saving the report in Microsoft Word, you are able to retrieve it again to review or print the report. You can also enter information directly into the Template report. You can save the completed Template (form) so that you can place it into the Case's File Cabinet. [While in class please do not print the report at this time.]

File Cabinet

The File Cabinet is a storage bin for documents that relate to FACES.NET case, referral, assessment, and resource or staff person. The File Cabinet can contain FACES.NET-generated documents as well as Microsoft Word documents. By linking documents electronically, all users who have access to the File Cabinet have access to documents that relate to cases, referrals, assessments, etc. without sending electronic copies or checking out the physical case file. The file cabinet also stores reports that are not to be amended. For example, transfer summaries are automatically stored in this file cabinet upon approval.

In this segment, you will learn how to navigate in the File Cabinet, to place files appropriately in the File Cabinet and to move files among File Cabinet folders. The File

Cabinet is accessed through the Admin drop down menu. However, it is necessary to begin by bringing cases into focus in order to access File Cabinets for a specific case.

FACES.NET Scenario

In the Jackson case, we will view Kiana Scott's ICPC Forms for an out of state placement. We could also use the file cabinet to store additional case notes, letters, or other documents relating to the case. In the example FACES.NET Scenario below, we will review existing ICPC Forms.

Steps Include:

- Step 1: Place the cursor over the Admin menu, then File Cabinet, and click File Cabinet.
- Step 2: File Cabinet is setup in a tree formatted layout. Click on the plus signs to the left of the folders to navigate to a particular document.

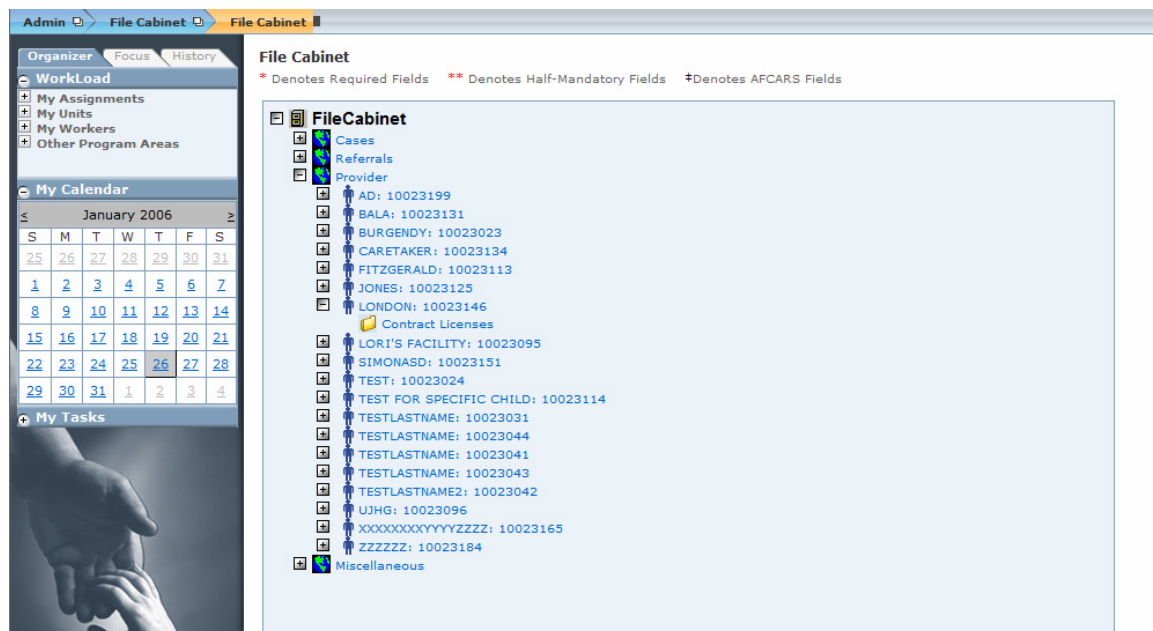


Figure 10.8

- Step 3: Highlight the document and click Open.

Notes:



- \$ The Open command button opens the document that is highlighted;
- \$ The Import command button imports documents from your hard drive;
- \$ The Details command button shows who imported the document and when;
- \$ The plus signs on the left expand the topic. The minus signs on the left condense/collapse the topic.

Notes

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SECTION 11: SUPPORT TOOLS

Performance Objectives

In this Section, you gain confidence in your ability to:

- g Enroll in Training
- g Create and view FACES.NET Alerts



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FACES.NET Guide

Training

The Training Section will teach you how to use the various Training screens in FACES.NET. Most of the screens within training will be used only by the training unit; however, social workers will be able to enroll in classes and view workshop information. New workers must complete the FACES.NET Pre-service training (this course) or the FACES.NET Overview training. Transferring workers and those wishing to expand or refresh their knowledge of a specific part of the FACES.NET system can take courses focusing on narrower topics, such as CPS, Providers, or Adoption. The schedule of FACES.NET training courses is available on the internet at www.cfsa.dc.gov (click on the FACES.NET/CISA link) or on the intranet at www.cfsa.in.dc.gov (click on the Child Information Systems (FACES) link). There you will find both a detailed and at-a-glance view of the monthly training calendar.

FACES.NET Scenario

Role: You are a social worker who wants to enroll in the FACES.NET Overview training class. First you decide to view the workshop information and then enroll into the course.

View Workshop

The Workshop screens allow staff to view descriptions of available workshops and to enter evaluations for workshops attended. Access the Workshops screens through the Training lower level toolbar.

Find a Workshop

Steps Include:

- Step 1: Place the cursor over the Admin menu, then Training, and finally Search Workshop.
- Step 2: Enter the search criteria for a workshop (i.e.: enter Workshop Title, or click the Workshop Dates checkbox and enter Start and End dates.) Do not fill out all fields – only fill out those necessary to find the workshop.
- Step 3: Click the Find button to display the Workshops Search Results inset grid.
- Step 4: Highlight a workshop from the search results.
- Step 5: Click the OK button.
- Step 6: View the workshop.

View Workshop Information

Steps Include:

- Step 1: Click the Description button and view the detailed information on each tab, including the workshop description, title, type of training, category, and location information.
- Step 2: Click the Evals button. This is where a worker can complete an evaluation for a specific workshop.
- Step 3: Click the Eval Summ button. A worker can view the average results of all the evaluations submitted for the workshop in focus.



Note: Social workers do not have the security to view a list of individuals who are registered for a workshop.

Enroll in Workshop

The Enrollment screen is used to enroll individuals in training workshops. There are two types of workshops to enroll in, CFSA and non-CFSA. Either type of workshop requires a supervisory approval.

Steps Include:

- Step 3: Place the cursor over the Admin menu, then Training, Enroll, CFSA, and click Find Workshop.
- Step 4: Enter Workshop Search Criteria.
- Step 5: Click the Find button to display the Workshop Search Results list in the inset grid.
The Find Workshop screen displays.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** PPW

Admin Training Enroll CFSA **Find Workshop** CFSA

Organizer Focus History

In Focus

User Name: ADMIN TRAINER

Entity Type: Case
Entity Name: JACKSON
Entity ID: 192557

Entity Type: Client
Entity Name: KEYSHAWN JACKSON
Entity ID: 845177

Find Workshop

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

Workshop Search Criteria

Workshop Title Program Area

Worker Level Category

☐ Licensure Credit ☐ Mandatory Courses Workshop Number

☒ Workshop Dates

Start Date End Date

6/1/2001 6/30/2001

Workshop Search Results

Titles	Location	Start Date	Start Time	End Date	End Time
CASE MANAGEMENT	DC	06/16/2001		06/16/2001	
CASE PLAN WORKS	DC	06/16/2001		06/16/2001	
FACES REFRESHER		06/16/2001		06/16/2001	
FACES REFRESHER		06/18/2001		06/18/2001	
Horseback Riding		06/01/2001		06/15/2001	

New Ok Find Cancel

Figure 11.1

- Step 6: Select a workshop from the inset grid.
- Step 7: Click the OK button.
- Step 8: Click the Find Persons button and enter the proper search criteria and click Find.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** PPW

Admin Training Enroll CFSA **Find Workshop** CFSA

Organizer Focus History

WorkLoad

My Assignments

My Calendar

January 2006

S M T W T F S

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My Tasks

Training Enrollment CFSA

* Denotes Required Fields ** Denotes Half-Mandatory Fields * Denotes AFCARS Fields

CFSA Workshop Details

Title: FACES.NET OVERVIEW Find Workshop

Workshop No Enrollment Cut Off Date Location Session No

1/25/2006

Start Date Start Time End Date End Time

1/30/2006 8:15 AM 3/31/2006 4:00 PM

Number Enrollment Number Waitlisted Total Capacity Total Waitlist Capacity

0 0

☐ Special Requirements to course Eligibility

Enrollees

Name	Status	Position / Provider Name	Program Area / Agency Na	Phone
------	--------	--------------------------	--------------------------	-------

Find Persons Remove Persons New Workshop Save Workshop Approval Cancel

Figure 11.2

Step 9: Select yourself from the search results widow and click the OK button. The Training Enrollment CFSA screen displays and the person's name that is logged-in to the system displays automatically. Click the Clear button to enter and then Search for another staff person.

Step 10: Click the Approval button to request approval of the training.

Step 11: Click the OK button. The request for enrollment is sent to the supervisor for approval.



Note: Enrollment is not finalized until your supervisor approves the training. Showing up to the class without confirmation does not guarantee you a seat in that class.

Alerts

Alerts are built-in FACES.NET reminders of scheduled events. This helps you to remember case related tasks and appointments. Alerts are automatically or manually generated reminders to workers to complete a task by a certain date. This segment will allow you to view Alerts and determine their priority and create alerts for new upcoming tasks.

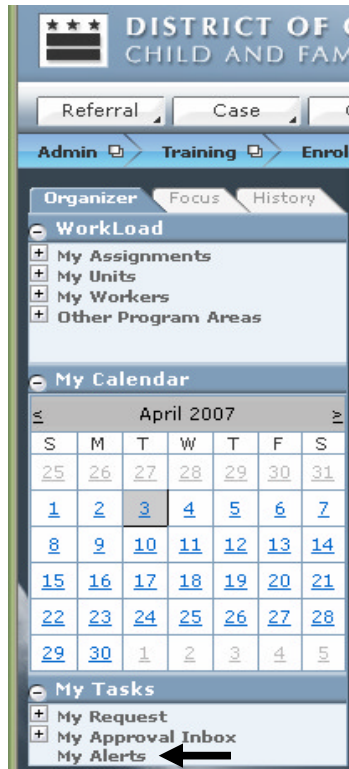


Figure 11.3

FACES.NET Scenario

Role: As a social worker, you want to generate an alert to remind you of an upcoming event.

View Alerts

In the following exercises, you will check existing alert status, create a new alert, and display the court calendar.

Steps Include:

- Step 1: To check the status of alerts in a case, first click the My Alerts link in the left navigation window. Alerts are located under My Tasks.
- Step 2: Search for the alert by selecting the case/referral ID for the alerts for a specific case.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin PPW

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Case

Entity Name:
JACKSON

Entity ID:
192557

Entity Type:
Client

Entity Name:
KEYSHAWN JACKSON

Entity ID:
845177

Alert List (for ADMIN TRAINER)

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Filter Selection

☐ Overdue

☐ Upcoming

☒ Name

☒ All ☐ Case ☐ Int/Inv ☐ Provider

JACKSON26 - 192560

☐ Date

From To

☐ All

Search New Cancel

Figure 11.4

- Step 3: Or, click the All radio button to display all alerts, or click the radio button corresponding to the desired filter criteria and fill out the required fields to filter the displayed alerts.
- Step 4: Click Search.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider Admin PPW

Admin Training Enroll CFSA Find Workshop CFSA

Organizer Focus History

In Focus

User Name:
ADMIN TRAINER

Entity Type:
Case

Entity Name:
JACKSON

Entity ID:
192557

Entity Type:
Client

Entity Name:
KEYSHAWN JACKSON

Entity ID:
845177

Alert List (for ADMIN TRAINER)

* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Filter Selection

☐ Overdue

☐ Upcoming

☐ Name

☒ All ☐ Case ☐ Int/Inv ☐ Provider

☐ Date

From To

☒ All

Search New Cancel

Figure 11.5

Step 5: The Alert Search screen displays all filtered alerts.

DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY

FACES.NET

Referral Case Client Provider **Admin** PPW

Admin Training Enroll CFSA Find Workshop CFSA

Alert List (for ADMIN TRAINER)
* Denotes Required Fields ** Denotes Half-Mandatory Fields † Denotes AFCARS Fields

Filter Selection

☐ Overdue
☐ Upcoming
☐ Name
☒ All ☐ Case ☐ Int/Inv ☐ Provider

☐ Date
From To

☒ All

Search **New** **Cancel**

Search Results:

Results 1 - 10 of 12

Case/Referral	Type	Source Name	Client Name	Alert Date	Alert Type	Due Date
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007
10013834	Provider	TASHA JACKSON	LATONYA HOLME	04/03/2007	DUE	04/03/2007

Alert Description:

LATONYA HOLMES21, 845807 has been exited from TASHA JACKSON, 10013834 on 04/03/2007

Figure 11.6

Create New Alert

Alerts can also be created to remind you of any upcoming event in a case or other record in FACES.NET.

Steps Include:

Step 1: Click on My Alerts from the left navigational window.

Step 2: To create a new Alert, first click the New button on the Alert List window.

Step 3: Choose the radio button corresponding to the type of record the new Alert will be associated with. Then, choose the desired information in the Name, Client, and Due Date fields.

Step 4: Enter a description and click Save.

The screenshot shows the FACES.NET interface for the District of Columbia Child and Family Services Agency. The top navigation bar includes tabs for Referral, Case, Client, Provider, Admin (selected), and PPW. Below this is a secondary navigation bar with links to Admin, System Administration, Workload Transfer, Staff, Training, Fin Admin, Alerts (selected), File Cabinet, Management Reports, and More. The left sidebar displays 'In Focus' information for the user 'ADMIN TRAINER' and a client named 'KEYSHAWN JACKSON'. The main 'Alert Details' form contains the following fields:

- Type:** Radio buttons for Case (selected), Referral, Provider, Worker, and Training.
- Name:** A dropdown menu showing 'JACKSON56', with a black arrow pointing to it.
- Client:** A dropdown menu.
- Due Date:** A date picker showing '4/3/2007'.
- Description:** A text area with the placeholder text 'Enter alert description.'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 11.7



Note:

- § Due Date and Description are required fields.
- § The Name automatically comes up. If that is not the name, then you use the drop down box and select the name you want.
- § Alerts appear in your calendar as a light blue background.

Notes

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SECTION 12: APPENDIX



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Glossary of Terms

This Glossary of Terms contains basic information pertaining to the laws, regulations and practice principles which guide the operation of the Child and Family Services Agency (CFSA) of the District of Columbia.

The primary sources for materials in the Glossary are:

1. D.C. and federal law and regulation including definitions in use in the Adoption and Foster Care Analysis and Reporting System (AFCARS);
2. Program Instruction ACYF-PI-CB-96-01 entitled Amendments; Public Law 103-432;
3. Definitions established under the federal National Child Abuse and Neglect Data System (NCANDS);
4. CFSA staff experienced in child welfare practice; and
5. The LaShawn Revised Implementation Plan, August 1, 1994.

Abandoned Child: A child who is neglected in that:

1. the child is a foundling whose parents have made no effort to maintain a parental relationship with the child and reasonable efforts have been made to identify the child and to locate the parents for a period of at least 4 weeks since the child was found;
2. the child's parent gave a false identity at the time of the child's birth, since then has made no effort to maintain a parental relationship with the child and reasonable efforts have been made to locate the parent for a period of at least 4 weeks since his or her disappearance;
3. the child's parent, guardian or custodian is known but has abandoned the child in that he or she has made no reasonable effort to maintain a parental relationship with the child for a period of at least 4 months; or
4. the child has resided in a D.C. hospital for at least 10 calendar days following birth of the child, despite a medical determination that the child was ready for discharge from the hospital, and the parent, guardian or custodian of the child did not undertake any action or make any effort to maintain a parental, guardianship, or custodial relationship or contact with the child. (D.C. Code § 16-2316(d)).

Abandonment: when a child is left alone or with others and the child's caretaker did not return or make his or her whereabouts known. (AFCARS, 45 CFR § 1355 App. A).

Abuse: When a parent, guardian or custodian inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon a child, including excessive corporal punishment, an act of sexual abuse, molestation or exploitation, or an injury that results from exposure to drug-related activity in the child's home environment. (D.C. Code § 16-2301 (23)).

Active: Status of a case in which an investigation is being conducted or services are being provided by Child and Family Services Agency (CFSA) and/or a contractual agency. See also, open

Adjudication: See fact-finding hearing.

Administrative Review: One of two types of periodic review that meet federal requirements pertaining to cases of children in foster care. The system of case reviews established by P.L. 96- 272 is intended to: 1) assure that the child has a case plan which meets federal requirements; 2) review the status of the child; and 3) assure that certain procedural safeguards are applied in the case with respect to the legal rights of the child and the parents. Federal law requires that an administrative review be open to the participation of the parents of the child and conducted by a panel of appropriate persons at least one of whom is not responsible for the case management of, or the delivery of services to, either the child or the parents who are the subject of the review. See also, periodic review and P.L. 96-272. (P.L. 96-272, the "Adoption Assistance and Child Welfare Act of 1980" section 475(5) (B)).

Adoption: The method provided by State law which establishes the legal relationship of parent and child between persons who are not so related by birth, with the same mutual rights and obligations that exist between children and their birth parents. This relationship can only be termed "adoption" after the legal process is complete. (AFCARS, 45 CFR § 1355 App. A).

Adoption Assistance: a program established by Title IV-E of the Social Security Act ("Title IV-E") and which provides resources for the placement of children, with special needs, in adoptive homes.

Adoption Assistance Agreement: a written document which states the understanding between a child's adoptive parents and CFSA regarding the funding that will be paid to the adopters to meet the child's special needs.

Adoption Decree: Under D.C. law, a final or interlocutory (interim) decree granted when the Court finds that the prospective adoptee is suitable for adoption, the adoptive parent(s) can provide for the adoptee and that the adoption will be in the best interests of the prospective adoptee. A final decree may not be granted until the prospective adoptee has lived with the prospective adoptive parent for at least 6 months. (D.C. Code § 16-309).

Adoption Finalization: The finalizing of the adoption process with the final adoption court decree.

Adoption Plan: The plan for recruiting and matching an adoptive family with the child to be adopted.

Adoption Services: Services or activities provided to assist in bringing about the adoption of a child. (AFCARS, 45 CFR § 1355 App. A).

Adoption Social Worker: Social worker who provides for the services needs of the adoptee and the adoptive family to assist in bringing about the adoption of a child. The adoption social worker is the case manager following placement.

Adoption Subsidy: Payments made on a short- or long- term basis pursuant to an agreement between D.C. and an adoptive family concluded prior to an adoption. The payments are made on behalf of a child with special needs when it appears that adoption could not take place without financial aid. Eligibility for a subsidy pertains to the child and continues until the child reaches 18 years of age, with reviews of continuing need annually. Subsidized adoptions may be funded under Title IV-E of the Social Security Act, by D.C. or through other public or private resources. (D.C. Code § 3-115) .See also, special needs.

Adoptive Home (Pre-finalization): The District of Columbia, in its regulations, includes families waiting to adopt when it defines an adoptive family as "a household, which has been approved by a child-placing agency to accept a child for adoption, which may be awaiting placement of a child or may have a child in the home" (29 DCMR § 1645.1). Federal law, on the other hand, distinguishes families waiting to adopt from those who have adopted a child by defining the former as "pre-adoptive" homes and the latter as "adoptive" homes (AFCARS, 45 CFR 1355, Apps. A and B) .See Pre-Adoptive Home.

Adoptive Home: A home in which a child is living following finalization of Court adoption proceedings which make the child legally a member of the family residing in the household. The family may or may not be receiving an adoption subsidy on behalf of the child.

Adoptive Parent: A person with the legal relation of parent to a child not related by birth, with the same mutual rights and obligations that exist between children and their birth parents. (AFCARS, 45 CFR § 1355 App. A) .In Defining "adoptive parent", D.C. regulations include not only an individual "who has adopted a child", but also "a single or married person with whom a child has been placed for adoption" (29 DCMR 1645.1). Under D.C. law, "the term 'adoptive family' includes single persons". (D.C. Code § 3-115).

AFCARS: The Adoption and Foster Care -Analysis and Reporting System established under a federal mandate to provide for effective tracking, managing and reporting of information pertaining to children and families served by public foster care and adoption agencies in the United States. (In general, 45 CFR §§ 1355.40, 1355.53 and 1355 App. A-E).

AFCARS ID: This is the Record Number field value used in the AFCARS data submission or the value which would be assigned.

AFDC Relatedness: With the passage of TANF, the Title IV-E financial eligibility criteria was established as the former Aid to Families with Dependent Children (AFDC) financial eligibility criteria in place as of 7/14/96.

Affidavit of paternity: a document where a birth mother identifies who the birth father of the named child is, their last contact with the birth father and his last known whereabouts. This form needs to be notarized.

Aftercare: A brief (typically, 90 days) period of time immediately following a child's return to his or her own home from out-of-home care during which services are provided to the child and family to promote reintegration.

Agency: District of Columbia, Child and Family Services Agency.

Agency provider: Contracted agency providers are those who have been awarded a contract. Once the provider has a contract it is referred to as an agency.

Aggregate Contract Amount: This value is typically the sum of active and inactive CLIN amounts. The Aggregate Contract Amount is always greater than or equal to the Contract Amount. In certain cases it can also account for certain miscellaneous amounts, in addition to, the sum of all active and inactive CLIN values.

Aid to Families with Dependent Children (AFDC): A program, also known as welfare, established under Title IV-A of the Social Security Act to provide financial support for poor children and their families. An individual who cares for a closely related child who is conditionally released from shelter care, committed to the Agency, or in the home as the result of a third-party placement may apply to the Income Maintenance Administration (IMA) to receive AFDC benefits and Medical Assistance (MA) for the child. AFDC and MA benefits may continue after the relative has assumed guardianship of the child.

Alcohol: Alcohol is the most commonly used and widely abused drug in the country. It is found in beers, wines and hard liquors.

Allegation: See [report](#).

Alleged Victim: A child about whom a report regarding maltreatment has been made to a CPS agency.

American Indian or Alaska Native: Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Annual Goal: Statement describing the anticipated growth of a student's skill and knowledge written into a student's yearly Individualized Education Program.

Anonymous Report Source: An individual who reports a suspected incident of child maltreatment without identifying himself or herself.

Annual Review: A meeting held at least once a year to look at, talk about, and study a student's Individualized Education Program (IEP). The purpose of the review is to make decisions about changes in the IEP, review the placement, and develop a new IEP for the year ahead.

Applicant: The person applying for a criminal records check or a person seeking application as a foster parent with the Child and Family Services Agency.

ARP: Adoption Resource Program.

Asian: Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Assessment: Review of the facts by workers and social workers to determine the appropriateness of a foster parent or foster home.

Assessment/Investigation: A process by which CFSA is to gather sufficient information to determine the following:

1. if child maltreatment occurred;
2. if there is a risk of future maltreatment and the level of that risk;
3. if the child is safe in the home, and if not, what interventions will ensure the child's protection and maintain the family unit if at all possible; and
4. if continuing agency or community services are needed to reduce the risk of maltreatment occurring in the future.

Assistive Technology: Any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of children with disabilities; e.g., augmentative communication boards, computer input devices, special switches.

At-Risk: Condition whereby a child is, by virtue of his or her vulnerability, in danger or jeopardy of abuse or neglect.

Background Conference: a meeting where all parties involved with the child (ren) are invited to share information collectively. This conference is for the benefit of all parties to ensure that everyone is working from the same framework. This information is shared to assist the foster parent(s)/pre-adoptive parents in making an informed decision to adopt the child (ren).

Backlog: See [Intake Backlog](#).

Basic Services: the level of out-of-home care provided to children who need routine attention, require the professional intervention no more than once a week, and have a good prognosis for adaptive functioning. A child in this care level does not need intensive supervision or technical skills from his/her caregiver. Further, these children have no major mental health/emotional problems or medical needs.

Behavior Problem-Child: Behavior in the school or community that adversely affects socialization, learning, growth, and moral development. May include adjudicated or non-adjudicated behavior problems. Includes running away from home or a placement.

Biological Parent: The birth mother or father of the child rather than the adoptive or foster parent or the stepparent.

Black or African-American: Having origins in any of the black racial groups of Africa.

Birth Parents: The natural parent of the child (ren).

Board and Child Care Rate: is a rate paid for the care required by a child who is placed in foster care from a neglecting and/or abusing family. The board rate is based on the service needs of the child; therefore, the general policy is that a foster parent will be expected to provide transportation for medical or therapeutic appointments up to one per week within a normal board rate. There are four categories of board rates as follows:

1. Normal Rate
2. Special Board Rate
3. Handicapped Board Rate
4. Multiple-Handicapped Rate

Boarder Baby: Under D.C. law, a child who has resided in a hospital in D.C. for at least 10 calendar days following the birth of the child, despite a medical determination that the child is ready for discharge from the hospital, and the parent, guardian or custodian of the child has not taken any action or made any effort to maintain a parental, guardianship or custodial relationship or contact with the child. (D.C. Code § 16-2301 (9) (G)).

Business Day: Monday through Friday, excluding legal holidays.

Caretaker: Under D.C. law, an adult person in whose care a minor has been entrusted by written authorization of the child's parent, guardian or legal custodian. (D.C. Code § 16-2301 (27)).

Case: A documented instance of Agency activity or series of activities undertaken on behalf of a parent, family or individual child occurring in response to a report of abuse or neglect, a relinquishment or a request for voluntary care. Agency activities undertaken on behalf of a parent or family may include an investigation (generally at intake), family preservation services, child protective services, foster care services or adoption services. Agency activities undertaken on behalf of an individual child may include foster care services or adoption services. See also, child's case and family case.

Caseload: The total number of family and/or child cases serviced by a social worker.

Case Management: Case Management is the coordination of the multiplicity of services required by a child abuse and neglect client. Some of these services may be purchased from an agency other than the mandated agency. In general, the role of the case manager is not primarily the provision of direct services but the monitoring of those services to assure that they are relevant to the client, delivered in a useful way, and appropriately used by the client. To do this, a case manager assumes the following responsibilities:

1. ascertains that all mandated reports have been properly filed;
2. informs all professionals involved with the family that reports of suspected child abuse or neglect have been made;
3. keeps all involved social workers apprised of new information;
4. calls and chairs the initial and ongoing case conferences for assessment, disposition and treatment plans;

5. coordinates interagency follow-up; and
6. calls further case conferences as needed.

Case Management Services: Services or activities for the arrangement, coordination and monitoring of services to meet the needs of children and their families. (AFCARS, 45 CFR § 1355 App. A).

Case Plan: A written document that serves to guide the provision of services to a family and/or to a specific child. The case plan, developed with members of the family and/or the child, clearly identifies goals and objectives to be achieved and spells out tasks to be performed by the worker, adult family members and/or child. Time frames for completion of tasks must be included in a case plan, which is signed by those directly involved as well as by a CFSA or Consortium agency supervisor responsible for approving the plan. For the case plan of a child in foster care, P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" requires at least:

1. a description of the type of home or institution in which the child is, or will be, placed;
2. a discussion of the appropriateness of the child's placement;
3. a discussion of how the Agency plans to carry out the court's determination that continuation in the home would be contrary to the child's welfare and that, where not precluded, reasonable efforts have been made to prevent removal of the child from the home and/or to facilitate the return of the child to the home;
4. a plan for assuring that the child receives proper care and that services are provided to the parents, child and foster parents in order to improve the conditions in the parents' home, facilitate the return of the child to his own home or to a permanent placement and for addressing the needs of the child while in foster care, including a discussion of the appropriateness of the services that have been provided to the child under the plan.

P.L. 96-272 also requires that each foster child's case plan be "designed to achieve placement in the least restrictive (most family like) and most appropriate setting available and in close proximity to the parents' home consistent with the best interest: and special needs of the child." Furthermore, the case plan of any child placed in a foster family home or child-care institution a substantial distance from the home of the parents, or in a different State, must "set forth the reasons why the placement is in the best interests of the child".

In addition to addressing the issue of distance from the home of the parents in the child's case plan, when a child is placed outside of the State in which the child's parents are located, an Agency social worker or a social worker from the State where the child is placed must visit at least every 12 months. A report on the visit must be submitted to the State agency where the parents reside. (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(1) and (5) (A)).

Case Record: The physical folder in which case information is maintained and electronic data pertaining to individuals in reference to the case, including information in the Child Protection Register (CPR). D.C. regulations pertaining to child- placing agencies define "record" as "the individual file(s) kept by an agency concerning a child who has been

accepted for care or adoptive placement, the child's family, adoptive applicant or family, foster family and agency employees" (29 DCMR 1645.1).

CFSA: District of Columbia, Child and Family Services Agency.

CFSA Temporary Hold: a means of placing a child in the temporary custody of CFSA when a child has been left alone or with inadequate supervision, this is the means by which a social worker may place the child in the temporary care of CFSA. A neglect petition must be filed within five (5) days, if the parent has not claimed the child. The social worker is to notify the Office of the Attorney General immediately upon placing this child in this temporary hold status, so that the process of drafting the petition can begin.

Change in Placement: Any change in the placement of a child who is in the legal/physical custody of the Child and Family Services Agency is considered to be a formal change in placement. This term refers specifically to situations in which the child's removal from the home is not immediately necessary. Such placements should occur, whenever possible, with the involvement of the parent, as a part of the overall service agreement and case planning process for the family. A change of placement should be made only after a home evaluation and assessment of the potential kinship caregiver has been completed.

Child: The D.C. statute pertaining to children who come before the court defines "child" as a person under 18 years of age except for the purposes of criminal justice cases in which those 16 or over are charged with certain crimes and/or offenses). (D.C. Code § 16-2301(3)). The federal AFCARS definition of the term "child" includes both a person under 18 years of age and also a person under 21 years of age considered under State law to be a minor (AFCARS, 45 CFR § 1355 App. A) .A minor under applicable D.C. law is a person 21 years of age or younger. See also, minor.

Child Abuse and Neglect Prevention Children's Trust Fund: A prevention program in the District of Columbia, including a community-based program, that focuses on child abuse and neglect, public awareness and issues including prenatal care, parental bonding, child development, basic child care, care of children with special needs or coping with family stress.

Under this program, child abuse is defined as "harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare, which occurs through the intentional infliction of physical or emotional injury or an act of sexual abuse which includes a violation of any provision of the Prevention of Child Abuse and Neglect Act of 1977 (D.C. Law 2-22) ". Child neglect is defined as "harm to a child's health or welfare, which occurs through the failure to provide adequate food, clothing, shelter, education, or medical care".

The Child Abuse and Neglect Prevention Children's Trust Fund program provides counseling, support groups and early identification services for at-risk parents and children and supports prevention programs in the D.C. public schools. (D.C. Code § 6-2131).

Child Age At Report: Age, calculated in years, as of the date of the report of alleged maltreatment.

Child Custodian: means a person or agency, other than a parent or legal guardian, to whom the legal custody of a child has been granted by the order of a court or who is acting loco parentis.

Child Date of Birth: The month, day and year of the child's birth.

Child Daycare Provider: A person with a temporary caregiver responsibility for the child who is not related to the child, such as a daycare center staff member, a family daycare provider, or a baby-sitter. Does not include persons with legal custody or guardianship of the child.

Child Demographics: Statistical characteristics of the child, such as age and race.

Child Ethnicity: See Hispanic or Latino.

Child Fatality Review: A formal review by an interdisciplinary, interagency committee of any child fatality known to CFSA with the past ten years.

Child File: The data file submitted to NCANDS on a periodic basis that contains detailed case data about children who are the subject of an investigation or assessment.

Child ID: See Child Identifier.

Child Identifier: A unique identification assigned to each child. This identification is not the State child identification but is an encrypted identification assigned by the State for the purposes of the NCANDS data collection.

Child Maltreatment: Harm or risk of harm to a child's physical or mental health or welfare. As defined, provides a basis for State intervention on behalf of the child.

Child-Placing Agency: Under D.C. law, any person, firm, corporation, association, or public agency that receives or accepts children under 16 years of age and places or offers to place them for temporary or permanent care in a family home other than that of a relative within the third degree of kinship. (29 DCMR 1645.1)

Child Protection Register (CPR): A confidential index of case information concerning reports of abused and neglected children maintained by the Agency. (D.C. Code § 6-2111).

Child Protection Register Clearance: Means obtaining a clearance from the Agency's Child Protection Register, which is a confidential index of case information concerning reports/referrals of, abused and neglected children. The Child Protection Register is maintained by the Intake Administration, and clearances can only be obtained by submitting a request from an agency employee who is authorized to obtain such information.

Child Protective Services (CPS): An official agency of a State having the responsibility for child protective services and activities.

Child Protective Services (CPS) Supervisor: The supervisor of the social worker assigned to a report of child maltreatment at the time of the report disposition.

Child Protective Services (CPS) Worker: The worker assigned to a report of child maltreatment at the time of the report disposition.

Child Protective Services (CPS) Workforce: The CPS supervisors and workers assigned to handle a child maltreatment report. May include other administrative staff as defined by the State Agency table of organization.

Child Record: A case-level record in the Child File containing the data associated with one child in one given report.

Child Risk Factor: A child's characteristic, disability, problem, or environment, which would tend to increase the risk of his becoming a maltreatment victim.

Child Sex: The gender of the child.

Child-Specific Recruitment: is the practice of finding a foster or adoptive family for a particular child, as opposed to recruiting families in general and later matching the family and child. This approach focuses on individual waiting children, both to attract specific families as placement resources, and to provide more detailed and specific insights about the types of children needing placement.

Child Victim: A child for whom an incident of abuse or neglect has been substantiated or indicated by an investigation or assessment. A State may include children with alternative dispositions as victims.

Client: A person requesting or receiving services.

CLIN: A CLIN can only be used for the provision of a single type of service. This field defines the type of service to be delivered.

Closed: Status of a case when:

1. an investigation or delivery of services has been completed;
2. CFSA and/or a contractual agency have terminated contact with a client or family; and
3. appropriate closing paperwork has been prepared and processed.

Cocaine: Cocaine is a white powder that is derived from the south American coca plant
Crack is a chemically altered smoke able form of cocaine in the form of pellets or crystalline rocks.

Collaboratives: The Collaboratives in the District of Columbia are comprised of non-profit service providers, schools, faith communities, civic and resident associations, community leaders and neighborhood residents. These individuals and organizations have come together in each neighborhood to form a coordinated network of services and supports for children and families. CFSA staff work in partnership with the Collaboratives and other community partners to provide a wide range of community-based services designed to insure the safety of children and their families to include short-term and long-term case management. The CFSA Ferebee Hope Community Service Center and the Collaboratives offer an array of supportive services to children and their families within their own communities. Such services can include mentoring, tutoring, educational/job training, housing assistance, advocacy and legal assistance and emergency funds.

Commitment: is a legal status based on a court order following an adjudication of neglect, which places a child into the ongoing custody of CFSA. The commitment orders are for a term not to exceed two (2) years.

Committed Child: A child adjudicated neglected and placed by, the Court in the legal custody or under the guardianship of the Agency. Under D.C. law, a child who is adjudicated neglected may be either an abused and/or a neglected child.

Community-Based Group Homes: are facilities that house up to (8) children or youth in a community setting. They offer the full range of community resource, including employment, health care, educational, and recreational opportunities. They are staffed on a rotating shift basis by live-in house persons, a teaching family, or some combination of the two. No child under age twelve (12) shall be placed in a group care setting, unless the child has special treatment needs that cannot be met in a home-like setting and the selected group home has a program to treat the child's specific needs. Adolescent mothers are an example of this category.

Community-Based Services: An approach to service delivery which seeks to create partnerships among public and private child and family serving agencies, clients, neighborhood groups and local institutions for the provision of culturally appropriate services within communities.

Complaint: See [report](#).

Concurrent Case: A process that promotes the child's health and safety by developing family reunification plans and assessing the availability of extended family resources while simultaneously assessing and facilitating the identification of the family who will commit to the child's legal permanency.

Conditional Release: Court-ordered diversion or release of a child from shelter care pending a fact finding or dispositional hearing when a judge determines that the child may be adequately safeguarded by placement with a parent, relative or other person or agency able to provide supervision or care for the child. The judge may impose upon the placement whatever conditions he or she considers necessary to protect the child from harm and to ensure the child's appearance at the fact-finding hearing. (D.C. Code § 16-2312 (d)).

Confidential Information: Information acquired by a CFSA or contract agency staff member pertaining to a child reported or found to be abused or neglected, the child's family or other individuals associated with the case. Confidential information may be disclosed only for purposes relating to investigating abuse or neglect or obtaining services for the child or family (D.C. Code § 6-2126). Unauthorized disclosure of confidential information is a misdemeanor with a fine not to exceed \$1000. (D.C. Code § 6-2127).

Consent to Adoption: A written statement agreeing to a proposed adoption of a child. A consent to the specific adoption of the child must be filed along with an adoption petition unless a judge has determined that consent has been withheld contrary to the best interest of the child. To be valid, such a consent must be signed and acknowledged in the presence of:

1. a person authorized by law to accept acknowledgements, for example, a notary public;
2. a representative of a child-placing agency, for example, a CFSA social worker; or
3. The Mayor.

A consent to adoption must be voluntarily given and can only be rescinded or revoked if it can be shown that the consent was improperly obtained, or involuntary.

Consent to an adoption of a child must be obtained from:

The child, if the child is 14 years of age or older; and

1. both parents, if they are both alive, or the living parent if one is dead; or
2. the court-appointed guardian of the child; or
3. a licensed child-placing agency or the Mayor when there has been termination of parental rights (TPR) or a relinquishment to the agency or the Mayor; or
4. the Mayor in all other situations.

A minor parent may consent to the adoption of his or her child. Consent is not required from a parent who, after notice, cannot be located or one who has abandoned the child and voluntarily failed to contribute to the child's support for a period of at least six months prior to the filing of the adoption petition. (D.C. Code § 16-304).

Contact: Any type of communication that comes through the Hotline. The types of communication is as follows:

1. Report or Compliant-document call and refer for Intake assessment/investigation.
2. Information and Referral-document call and refer to a community resource for services.
3. Receive Services-Caller is inquiring about a service and not a complaint or report-document call and refer to appropriate service.
4. Provider of Services Request-Caller wants to provide a service to agency-document name, telephone number, and type of services to be provided for persons wanting to

provide services and refer to the appropriate resource component in CFSA for further assessment.

5. Out of Town Inquiries(OTI)-Caller wants assessment or monitoring of out of state children who are not in CFSA care-document receipt of request and send to appropriate CFSA service unit for assignment.
6. Interstate Compact- Caller wants Interstate Compact service provided by CFSA-document the call and forwarded to CFSA Interstate Coordinator.
7. Court Social Services-Caller is referring a Court Social Service case for placement services in CFSA-document call, create or re-open case, receive packet of information, request placement and forward to the appropriate CFSA service unit for assignment when related to reporting or investigating alleged child abuse or neglect, a child means a person under 18 years of age.

Contract Amount: Contract Amount value is the sum of only active CLIN amounts. It never exceeds the Aggregate Contract Amount.

Conviction: Means a plea or verdict of guilty or plea of noto contendere.

Counseling Services: Services or activities that apply therapeutic processes to personal, family, situational or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. (NCANDS).

Court: Family Division of the District of Columbia Superior Court.

Court-Appointed Representative: A person appointed by the court to represent or advocate for a child in a neglect or abuse proceeding. May be an attorney or a Court-appointed Special Advocate (or both) and is often referred to as a Guardian ad Litem. Makes recommendations to the court concerning the best interests of the child.

Court Review: One of two types of periodic review that meet federal requirements pertaining to cases of children in foster care. The system of case reviews established by P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" is intended to: 1) assure that the child has a case plan which meets federal requirements; 2) review the status of the child; and 3) assure that certain procedural safeguards are applied in the case with respect to the legal rights of the child and the parents. P.L. 96-272 requires that a dispositional hearing be held to determine the future status of each foster child within 18 months of placement. Amendments to the Social Security Act passed in 1994 specify that a review or "subsequent dispositional hearing" be held "not less frequently than every 12 months". (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" section 475(5) (C)). In D.C., the case of any committed child under the age of 6 or not committed longer than 2 years must, by law, be reviewed every 6 months. The cases of all other children under the Court's jurisdiction must be reviewed at least every year. (D.C. Code §§ 16-2323). See also, dispositional hearing, periodic review and P.L. 96-272. (P.L. 96-272, the "Adoption Assistance and Child Welfare Act of 1980" section 475(5) (C)).

Criminal Records Check: A search of criminal records (local MPD and federal FBI) to determine whether an individual has a criminal conviction. The Federal Bureau of Investigation, the Metropolitan Police Department, or the state's law enforcement agency if the individual resides outside of the District of Columbia performs the search.

Criminal Records Check Offense: Means a conviction of one of the following offenses by the kinship caregiver applicant and any adult age 18 or older residing in the caregiver's home.

1. Child Abuse;
2. Child Neglect;
3. Spousal Abuse;
4. A crime against children, including child pornography; or
5. A crime involving violence, including, but not limited to,
6. Rape, sexual assault, homicide, assault or battery.

This definition also pertains to an individual who has a felony conviction for any of the following offenses or their equivalents committed within the past 5 years:

1. Fraud; or
2. A drug-related offense.

Custodian: Under D.C. law, a person or agency, other than a parent or legal guardian, to whom the legal custody of a child has been granted by the order of a court, who is acting in loco parentis (in place of a parent), or who is a day care provider or an employee of a residential facility, in the case of the placement of an abused or neglected child. (D.C. Code § 16-2301 (12).

Custody: A legal status pertaining to the day-to-day, ordinary care of a child. See also, legal custody.

D.C. Kids: The integrated health care system operated by CFSA to provide medical services to foster children.

Daycare Services: Activities provided to a child or children in a setting that meets applicable standards of State and local law, in a center or in a home, for a portion of a 24-hour day.

Denial of paternity: a document where the alleged (putative) birth father, denies that he is the birth father of the named child. This form needs to be notarized.

Diligent Search: a search done by investigators to locate a person. This is done at the Agency primarily to locate a birth mother and/or father to progress with the goal of adoption and to ascertain there intentions with regards to there child (ren).

Disability: Physical or mental impairment that may decrease a person's ability to do certain actions.

Disposition: A finding based upon credible evidence gathered in an investigation that a child reported to be abused or neglected is or has been an abused or neglected child.

Dispositional Hearing: In D.C. law, a hearing, after a finding of fact, in which the Court determines what disposition should be made in the case of an abused or neglected child (D.C. Code § 16-2301 (17)). A predisposition study and report is furnished to the Court by the Agency or Court Social Services addressing the following issues:

1. harm that has occurred to the child and how it will be alleviated;
2. plans and timeframes for intervention, parental activities and specific services recommended, as well as criteria for determining when intervention may no longer be needed; and
3. when it is recommended that the child be removed from his or her home, the reasons that the child cannot be protected in the home, the type of placement that is recommended, the steps that will be taken to address any identified harm that is likely to occur to the child as a result of removal and plans for visitation, consistent with the child's well-being. (D.C. Code § 16-2319)

A dispositional order vesting legal custody of an abused or neglected child in a department, agency or institution or in an individual other than a parent is limited in duration to 2 years; however, such an order may be extended for additional periods of one year when a judge determines that it is necessary to do so in order to safeguard the well-being of the child or to protect the child's interest. (D.C. Code § 16-2322).

Federal law currently requires that when a child is placed out- of-state, the initial and all subsequent dispositional (review) hearings specifically address the issue of whether an out-of- state placement is, at the time of the hearing, appropriate and in the best interests of the child. (P.L. 96-272, section 475(5)).

Under federal law, when a child is in foster care, a dispositional hearing to address the future status of the child must be held within 18 months of the original foster care placement and not less frequently than every 12 months thereafter except when the child is residing with a specific caregiver in a permanent foster care placement. (P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(5) (C)).

Domestic Violence: Incidents of inter-spousal physical or emotional abuse perpetrated by one of the spouses or parent figures upon the other spouse or parent figure in the child's home environment.

Due Process Hearing: A formal session conducted by an impartial hearing officer to resolve special education disagreements between parents and school systems.

Early Intervention: Providing services and programs to infants and toddlers (under age three) with disabilities in order to minimize or eliminate the disability as they mature.

Ecstasy: Ecstasy is derived from speed and Methamphetamine. It can be found in capsule, tablet, powder or liquid forms.

Educational Advocate: An individual who speaks or acts knowledgeably for the educational needs of another.

Educational Diagnostician: A professional who is certified to conduct educational assessments and to design instructional programs for students.

Education and Training Services: Activities provided to improve knowledge of daily living skills and to enhance cultural opportunities.

Emergency Care: a short-term, urgent need for an initial placement in, or a replacement from, one family home, group home, or other facility to another. Emergency care is designed to be for thirty (30) days or less and to allow the social worker an opportunity to assess a child's newly identified needs as well as the propriety of continued placement.

Emergency Care Foster Homes: a short term, urgent need for an initial placement in, or a replacement from, one family home, group home or other facility to another. Emergency care is designed to be for thirty (30) days or less and to allow the social worker an opportunity to assess a child's newly-identified needs as well as the propriety of continued placement.

Emergency Placement: A placement precipitated by an imminent danger to the child (ren) or by abandonment. The placement may only be made after appropriate Child Protection Register and criminal background checks have been obtained for the potential relative/kinship caregiver; and, the worker has completed an on site interview and home assessment all of which must meet agency requirements for approval. The placement may be made prior to the completion of the full caregiver assessment and home evaluation, provided the conclusion of a preliminary assessment meets required safety standards. Emergency placements are designed to be for a period of thirty (30) days or less, this is to allow the social worker time to assess the child as well as to determine the needs of the triad (child, birth parent(s), and kinship caregiver) while determining the appropriateness of continued out-of-home placement. The decision to make any emergency placement must be made by the worker in conjunction with consultation and approval from his or her supervisor.

Emotionally Disturbed: A clinically diagnosed condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: an inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The diagnosis is based on the Diagnostic and Statistical Manual of Mental Disorders (the most recent edition of DSM). The term includes schizophrenia and autism.

Employment Services: Activities provided to assist individuals in securing employment or the acquiring of skills that promote opportunities for employment.

Ethnicity: See Hispanic or Latino.

Expungement: The process by which the Agency erases all identifying information in a report from the Child Protection Register (CPR) .Information is expunged either upon the 18th birthday of a child found to have been abused or neglected (unless there is a younger sibling in the home who is known or suspected to be abused or neglected) ; 5 years after services provided to the family as a result of the abuse or neglect have been terminated, whichever occurs first; or when CPR material is successfully challenged. (D.C. Code § 6-2117).

Extended School Year: Special education provided during summer months to students found to require year-round services to receive an appropriate education.

FACES.NET: FACES.NET is a child welfare information system use to collect information about clients and providers. It is also used as a tool to organize that information to enhance CFSA operations and service to families in the community.

Facility: a foster home where children reside 24 hours a day. Facilities specifically include those on contract, those in which the court has ordered children placed, those operated by the city or another government entity and those where CFSA has family or child care responsibility.

Facility Providers: Facility providers are those who do not have a contract of their own but work through an agency to provide services. These are basically referred to as sub-contractors or facilities.

Fact-finding Hearing: A hearing to determine whether the allegations in a neglect petition are true, also known as adjudication, adjudicatory hearing or trial. (D.C. Code 16-2301(16)).

Families Together: is a family preservation program that provides intensive three-month home-based services to families, for whom the removal of a child is imminent due to risk of abuse or neglect. This program is operated by CFSA.

Family: Means one or more parents and children related by blood, marriage, or adoption residing in the same household; or a parent substitute, such as a related caregiver or legal guardian who has responsibility for the 24-hour care and supervision of a child.

Family Case: A documented instance of Agency activity or series of activities undertaken on behalf of a parent or family occurring in response to a report of abuse or neglect or a request for voluntary care. A family case is opened during an investigation and during the delivery of family preservation services, child protective services, foster care services or adoption services.

Family-Centered Services: An approach to working with families and children that focuses upon the families rather than upon individuals. Services are based upon an assessment of the entire family and a negotiated family plan designed to strengthen and maintain the family while protecting children and promoting their healthy, positive development.

Family Counseling: Under D.C. law, any psychological or psychiatric or other social service offered by a provider to the parent and one or more members of the extended family of a child who has been adjudicated neglected or to the child's guardian or other caretaker. (D.C. Code § 16-2301 (27)).

Family Planning Services: Educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. (NCANDS).

Family Preservation Services: Typically, strengths-based interventions designed to help families alleviate crises that might lead to out of home placement of children, maintain the safety of children in their own homes, support families reunifying or adopting, and assist families in obtaining skills, services, including respite care, and other supports necessary to address their multiple needs in a culturally sensitive manner. Family preservation services are not appropriate when a child cannot be protected from harm without placement or when a family has insufficient strengths upon which to build. (Title IV-B, Social Security Act, Subpart 2 and NCANDS).

Family Responsibility: The duty of the CFSA worker assigned to the family case to provide coordination when two or more CFSA and/or Consortium agency social workers are providing services to members of a family.

Family Services: The general term use to refer to those CFSA intervention services that are offered to stabilize intact birth, foster, or adoptive families.

Family Support Services: Primarily community-based preventative activities designed to increase the strength and stability of families, alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children. Family support services are available to all families to facilitate use of resources and opportunities available in the community, promote healthy child development and create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families" (Title IV-B, Social Security Act, Subpart 2 and NCANDS) .Family support services should be offered in a manner which is sensitive to the culture of the individuals served.

Fatality: See Maltreatment Death

Fatality Review: Formal review by an interdisciplinary, interagency committee of cases in which child abuse or neglect may have caused or be related to the death of a child.

Final Decree: establishes the legal parent-child relationship between the adopters and the child. This legal relationship assures that there are mutual rights of inheritance and succession, as if the child had been born to the adopters.

Final Report: This report includes a follow up of all recommendations from the internal and citywide Child Fatality Review Team meeting, and in these instances the required follow up shall be reported as an addendum to the initial report by the social worker. This information should be completed in accordance with the time frame set up by the CFSA Internal CFRT Coordinator, between one (1) to three (3) months. The supervisor will insure that two (2) copies of the final Child Fatality Review report are forwarded to the CFSA Internal Child Fatality Coordinator.

Financial Problem: A risk factor related to the family's inability to provide sufficient financial resources to meet minimum needs.

Formal Kinship Care: Refers to situations where the Child and Family Services Agency and/or the Superior Court of the District of Columbia make or are directly involved in the decision to remove a child from his or her parent(s) or other legal guardian and place him or her with a family member.

Foster Care: 24 hour substitute care for all children placed away from their parents or guardians and for whom the Agency has placement and care responsibility. (45 CFR § 1355.20).

The term "foster care" specifically refers to the status of a child who:

1. is in shelter care (pre-trial); or
2. has been committed to the Agency by the court and placed outside his or her own home (Post-trial) ;
3. is under the permanent care and guardianship of the Agency which may consent to the child's adoption following relinquishment of parental rights;
4. is removed from his or her home pursuant to a voluntary placement agreement; or
5. is on conditional release from shelter care or has run away or absconded from care or is at home on a trial basis while in care.

A child is not in foster care:

1. when the child residing at home is not under the jurisdiction of the court and his or her family is receiving family preservation or continuing child protective services;

2. when a judge has ordered protective supervision of the child;
3. when the child is in a third-party placement, whether or not the placement has been ordered by the court; or
4. when a child has been relinquished by his or her parent(s) and is under the jurisdiction of the D.C. Superior Court but is not committed to the Agency.

Foster Care Drift: The languishing of children in foster care due to the lack of permanency planning.

Foster Care Family: is a planned, goal-oriented care of a child in the home of a family, which is licensed to provide 24 our temporary, substitute care by the District's Department of Public Health, or the comparable authority in another jurisdiction. Foster families are committed, prepared, and trained to provide a welcoming, nurturing, and supportive home for a child who is undergoing the trauma of separation from her/his biological family. Foster families also help maintain bonds between the children and their birth parents. If the family foster home is located in a jurisdiction outside of the District, the child's placement must be approved by the Interstate Compact Office of that jurisdiction.

Foster Family Home (Relative): See relative foster care.

Foster Parent: An individual who is licensed or approved to provide a home for one or more related or non-related children who are orphaned, abused, neglected, delinquent, or disabled.

Foster Care Social Worker: Social worker who provides for the services needs of the child in the foster home and participates in the transitioning of the child to the adoptive home if different from the foster home. The foster care social worker is the case manager prior to placement.

Foster Care Treatment: is the service also known as "specialized" or "therapeutic foster care". It is temporary out-of-home care offered to a child with "special needs", by foster parents who are trained to provide specific treatment and who are both supervised and supported by agency staff as they do so.

Foster Parent Services Unit: The unit within CFSA that has responsibility for reassessing the foster parents' on-going ability to continue in the role of a foster parent.

Foster Parent Services Worker: Workers who have responsibility for assessing and reassessing foster parent's ability to continue as a foster parent; and ensure the foster home is in compliance with regulations and guidelines established by the Department of Health.

Free Appropriate Public Education (FAPE): The words used in the federal law, the Individuals with Disabilities Education Act (IDEA), to describe a student's right to a special education program that will meet his or her individual special learning needs, at no cost to the family.

General Assistance for Children (GC): A program under the Income Maintenance Administration (IMA) in the District of Columbia which provides benefits that are the same as those a child would receive under Aid to Families with Dependent Children (AFDC). Benefits may be provided when a child is residing with a caretaker who is not a close relative of the child as defined in federal AFDC regulations or who cannot prove close relationship. (D.C. Code § 3-205.5a.)

Generic recruitment: involves presenting to the public general information about the needs of waiting children.

Goals: See permanency goals.

Group Homes (Community Based): are facilities that house up to eight (8) children in a community setting. They offer the full range of community resources, including employment, health care, educational, and recreational opportunities. They are staffed on a rotating shift basis by live-in house persons, a teaching family, or some combination of the two. No child under age twelve (12) shall be placed in a group care setting, unless the child has special treatment needs that cannot be met in a home-like setting and the selected group home has a program to treat the child's specific needs.

Guardian Ad Litem (GAL) : An attorney appointed by the Superior Court of the District of Columbia Family Division to represent an abused or neglected child in Court proceedings, including termination of parental rights. It is the responsibility of the guardian ad litem to represent the child's best interests. (D.C. Code §§ 6--2101 (4) and 16-2304 (a).

Guardianship: "Guardianship of the person of a minor" involves concern with the general welfare of the minor and the right to make important decisions in matters having a permanent effect on the minor's life and development. It includes, but is not limited to:

1. the authority to consent to marriage, enlistment in the armed forces and major medical, surgical or psychiatric treatment;
2. the authority to represent the minor in legal actions and to make decisions of substantive legal significance concerning the minor;
3. the authority and duty of reasonable visitation (except as limited by court order);
4. the rights and responsibilities of legal custody when guardianship of the person is exercised by the child's birth or adoptive parent (except when legal custody has been vested in another person, agency or institution) ; and

5. the authority to exercise residual parental rights and responsibilities when the rights of the child's parents or only living parent have been judicially terminated or when both parents are dead. (D.C. Code § 16-2301 (20)).

Handicapped Board Rate: is a rate paid for a child who needs foster parent intervention because he/she can not accomplish normal age appropriate life processes i.e.: eating, bathing, toileting, dressing, ambulating, emotional and or social control without adult intervention. Children who require foster parents who have special training to participate in the treatment plan and daily care of the child are classified as handicapped.

A request for the handicapped board rate must be accompanied by a professional diagnosis and a service plan, which will elaborate, on the need and type of required intervention.

Health-Related and Home Health Services: Activities provided to attain and maintain a favorable condition of health.

Hispanic Or Latino: A person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Home-Based Services: In general, services provided to families in their homes, rather than in the Agency or other institutional settings. A narrower standard is found in the federal AFCARS definitions which state that home-based services include "services or activities provided to individuals or families to assist with household or personal care in order to improve or maintain adequate family well-being including homemaker services, chore services, home maintenance services and household management services". (AFCARS, 45 CFR § 1355 App. A).

Home study: a counseling and assessment process with the primary goal of providing secure nurturing and permanent families for children. The home study involves completion of MAPP training and extensive background checks on the applicants and their household members.

Household: A home and all individuals residing within the home.

Housing Services: Activities designed to assist individuals or families in locating, obtaining or retaining suitable housing.

Heroin: Heroin, a white-to-brownish tar-like substance or powder is a highly addictive drug derived from morphine.

Impartial Hearing Officer: Individual presiding over a due process hearing, appointed by the state education agency, and not connected in any way with either party in a dispute.

Inactive: Status of an open case in which no services are being provided. An inactive case is most likely to be a family case in which services are not being provided although a related child's case is being actively served. For example, when a foster child has a permanency plan of Independent Living and the child's parent is not receiving any services, the family case is considered to be inactive.

Inadequate Housing: A risk factor related to substandard, overcrowded, or unsafe housing conditions, including homelessness.

Incident Date: The month, day, and year of the most recent known incident of alleged child maltreatment.

Independent And Transitional Living Services: Activities designed to help older youth in foster care or homeless youth make the transition to independent living.

Indicated Or Reason To Suspect: An investigation disposition that concludes that maltreatment cannot be substantiated under State law or policy, but there is reason to suspect that the child may have been maltreated or was at risk of maltreatment. This is applicable only to States that distinguish between substantiated and indicated dispositions

Income Maintenance Administration: (IMA) - a DHS office, charged with the determination of eligibility under the Medicaid, TANF, and General Public Assistance for Children (GC).

Individual and Institutional Reports: If the mandated reporter is a staff member of a hospital, school, agency or similar institution, they must immediately notify the person in charge of the institution or that person's designated agent who shall then be required to make the report. The fact this notification does not relieve the person who was originally required to report of the responsibility to report.

Individualized Education Program (IEP): A written plan for each student in special education describing the student's present levels of performance, annual goals including short-term objectives, specific special education and related services, dates for beginning and duration of services, and how the IEP will be evaluated.

Individualized Family Service Plan (IFSP): A written statement for each infant or toddler receiving early intervention services that includes goals and outcomes for the child and family. It also includes a plan for making the transition to services for children over age 2.

Individuals with Disabilities Education Act (IDEA): The authorizing federal legislation, which mandates a free, appropriate public education for all children with disabilities. Formerly known as the Education for All Handicapped Children Act. Part B one. Part H refers to the early intervention program for infants and toddlers with disabilities from birth through age two and their families.

Information and Referral Services: Services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not a diagnosis and evaluation) to facilitate an appropriate referral to these community resources. (NCANDS).

Inhalants: Inhalants include, typewriter correction fluid, felt tip markers, spray paint, air freshener, butane and cooking spray (there over 1,000 products).

Initial Child Fatality Review Summary Report: This summary includes a discussion of all information available regarding the circumstances of the child's death, a thorough report of the history of and reasons for CFSA involvement with the deceased child and his/her family and a description of service delivery and safety plans for the children remaining in the deceased child's home or foster care placement. The supervisor will ensure that two copies

of the Initial Child Fatality Review Summary Report are forwarded to the CFSA Internal Child Fatality Review Team Coordinator.

Initial Investigation: A mandated process in which CFSA and/or the police gather, evaluate and act upon information received in a report of alleged child abuse or neglect. The purpose of an investigation is to determine, to the extent possible:

1. The nature, extent, and cause of any reported abuse or neglect;
2. The identify of the person responsible for the abuse or neglect;
3. The name, age, sex and condition of the abused or neglected child and of all other children in the home;
4. The conditions in the some at the time of the investigation;
5. Whether there is any child in the home whose health, safety or welfare is in jeopardy because of his or her treatment in the home or his or her home environment; and
6. Whether any child who is in jeopardy because of treatment in the home or his or her home environment should be removed from the home or can be protected by the provision of resources or services available in the community.

Institution: A child care facility operated by a public or private agency which provides 24-hour-care.and/or treatment for children who require separation from their own homes and group living experience. These facilities may include: child care institutions, residential treatment facilities, maternity homes, etc. (AFCARS, 45 CFR § 1355 App. A) D.C. law specifies that private institutions are those which provide care and maintenance for neglected and/or dependent children on a contractual basis with the City (D.C. Code § 3-203.1(3)) .D.C. children may be placed in child care institutions o11tside of the City so .long as they are licensed or approved by the state in which they are located. (D.C. Code § 3-217.2)

Intake: A 24-hour, 7-day-a-week system to receive and screen information from the public about suspected child abuse and neglect. The function, located in CFSA's Child protective Services Administration, is the agency's single point of entry to receive all inquiries and request for services from the public.

By calling 202-671-SAFE, anyone can reach trained social workers to report suspected child abuse or neglect.

Intake Backlog: An Agency term describing a group of cases in which an intake investigation has not been completed more than 30 days after the receipt of a report. Any case that has not been investigated within the 30-day timeframe is described as "backlogged" or "in the backlog" .This backlog is to be eliminated under the LaShawn Implementation Plan. (LaShawn Revised Implementation Plan, Section A., August 1, 1994) .The 30 day timeframe begins at the time the report is received and ends when the supervisor of the worker conducting the investigation signs off on the completed investigative report and any accompanying casework materials.

Intensive Family Services: also known as Families Together, provides intensive counseling, education, and supportive services to families (including extended, foster, and adoptive families) in serious crisis, with the goal of protecting the child, strengthening and preserving the family, and preventing what would be an unnecessary out-of-home placement of children; or promoting the return home of children.

Intensive Services: is the level of out-of-home care provided to children who have mental health/emotional problems or medical conditions. This level of care requires professional intervention, behavior management skills, and close supervision from the caregiver.

Interlocutory Decree: an interim decree of adoption. It has the same legal effect as a final decree while it is in effect. An interlocutory decree is generally entered when the Court or a party has some reservations about the adoption and wishes to give the pre-adoptive placement more time before a final decree is entered. An interlocutory decree will state that the adoption is to become a final decree on a specific date, usually between six months and one year from that date unless the decree is set aside for cause in the interim.

Interstate Compact on the Placement of Children (ICPC): A uniform law, which permits states to cooperate in the placement of children across jurisdictional lines. D.C. is a party to the Interstate Compact and all children placed in foster care and/or for adoption in another jurisdiction must be processed through the Agency Office of the Compact Administrator. (D.C. Code, Chapter 10A.) . As a party to the ICPC, the District and its employees are responsible for full compliance with its terms. The purpose of the ICPC is to ensure that:

1. each child who requires placement will receive the maximum opportunity to be placed in a suitable environment with qualified individual or institutional caregiver;
2. the appropriate authority, in a state where a child is to be placed, will have full opportunity to ascertain the circumstances of the proposed placement in order to promote full compliance with applicable child protection requirements;
3. the appropriate authority in the original state has access to the most complete information to evaluate a projected placement before it is made; and
4. appropriate jurisdictional arrangements for the care of the child are promoted.

Investigation: A mandated process in which CFSA and/or the police gather, evaluate and act upon information received in a report of alleged child abuse or neglect. The purpose of an investigation is to determine, to the extent possible:

1. the nature, extent and cause of any reported abuse or neglect;
2. the identity of the person responsible for the abuse or neglect;
3. the name, age, sex and condition of the abused or neglected child and of all other children in the home;
4. the conditions in the home at the time of the investigation;

5. whether there is any child in the home whose health, safety or welfare is in jeopardy because of his or her treatment in the home or his or her home environment; and
6. whether any child-who is in jeopardy because of treatment in the home or his or her home environment should be removed from the home or can be protected by the provision of resources or services available in the community (D.C. Code § 6-2104 (b) (1)-(6)) .Such services include, but are not limited to:
 - a. emergency financial aid;
 - b. temporary third-party placement with responsible neighbors or relatives;
 - c. emergency in-home caretaker(s); .homemaker services;
 - d. daycare for any abused or neglected child and his or her siblings;
 - e. counseling services, and
 - f. medical evaluation and or treatment of any abused or neglected child by a physician.

(D .C .Code § 6 -2124 (a) (1) -(8)) .

Investigation Date: See Investigation Start Date.

Investigation Disposition: See Maltreatment Disposition Level

Investigation Disposition Date: See Maltreatment Disposition Date

Investigation Start Date: The date when CPS first had face-to-face contact with the alleged victim of child maltreatment or attempted to have face-to-face contact.

Juvenile Court Petition: A legal document requesting that the court take action regarding the child's status as a result of the CPS response; usually a petition requesting the child be declared a dependent and placed in an out-of-home setting.

Kin: Means an individual who is related by blood, marriage or adoption.

Kinship Adoption: an adoption where the petitioner is a relative and /or long-time family friend of a child.

Kinship Care: is full time parenting and protection by a person related by blood, marriage or adoption. For a person to be considered a kinship caregiver, he/she must be related within the 5th degree to the dependent child (i.e. the equivalent of a great-great-great grandmother or a first cousin once removed). Kinship is to be the first placement option considered when a child must be separated from his/her parents due to abuse, neglect, or special needs. Kinship care may be an option when the child's legal custody remains with the family or when it has been transferred to CFSA. See also, Third Party Placement and Relative Foster Care.

Kinship Caregiver: is an individual who meets the following criteria:

1. is approved by CFSA to provide kinship care services;
2. is at least 21 years of age;
3. is providing or willing to provide for the day-to-day care of a child; and
4. is a relative of the child by blood, marriage, or adoption.

Kinship Care Foster Home: is a relative family home licensed by the District of Columbia or a state to provide 24 hour substitute care for a child in foster care status. Relative foster care setting includes:

1. Licensed Relative Foster Family Home
2. Emergency Care Foster Homes

Kinship Foster Care: Means a situation in which a kin provides full time care to any child(ren) who is committed to CFSA custody as a result of an abuse or neglect procedure, voluntary placement, police hold, or the relinquishment of parental rights. Kinship foster homes shall be licensed in accordance with the requirements outlined in the Section of the Policy entitled Assessment Process of Kinship Foster Homes.

Kinship Foster Home Study: A kinship foster home study is a process that takes place following the placement of the child (ren) in the care of a potential kinship caregiver who has elected to become a kinship foster care provider for their kin and agrees to undergo the licensing requirements of a non-relative foster care provider.

Kinship Home Approval Process: The assessment process which takes place once a child (ren) has been placed with the kinship caregiver in order to determine the potential caregiver's ongoing appropriateness to care for their kin placed in their home by CFSA. This approval process applies to all kinship caregivers regardless of the source of financial support received for the child (ren) placed with the caregiver.

Kinship Triad: The kinship triad refers to those parties involved in the kinship care process/planning including the child, the child's birth parent, and the kinship caregiver(s).

Learning Disability: A disorder in one or more of the individual's basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or use mathematical calculations. The term includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia. (NCANDS).

Least Restrictive Environment (LRE): Placement of a student with disabilities in a setting that allows maximum contact with students who do not have disabilities, while appropriately meeting the student's special education needs.

Left-Alone: A colloquial Agency term describing a child found unaccompanied or in the care of someone unable or unwilling to supervise- the child properly. An Agency social

worker encountering a left alone child is authorized to make a third- party placement. If a third-party placement cannot be made, the worker may temporarily take the child into custody and place the child. (D.C. code § 6-2124(b)). See also, temporary custodial placement.

Legal Custody: A court-ordered legal status pertaining to the day-to-day, ordinary care, discipline and protection of a child. An order of legal custody entitles the custodian to determine: " where and with whom the child lives. The legal custodian is responsible for providing the child with food, clothing, shelter, education and routine medical care. When legal custody has been granted to the Agency or to an individual who is not the child's parent, the child's parents retain guardianship rights and the right to make major decisions affecting their child. Such rights include determination of the child's religious affiliation, the right to consent to adoption and the right to visit the child. The parents remain obligated to provide financial support for the child even when the child is in the legal custody of another person or institution. (D.C. Code § 16-2301 (21) and (22)).

Legal Father: a man who is married to the birth mother at the time of conception, regardless of whether he actually fathered the child.

Legal Guardianship: A court-ordered legal status in which a relative or relative custodian is responsible for the general welfare a minor child placed in his/her care. The Guardian has the right to make important decisions in matters having a permanent effect on the minor's life and development. It includes, but is not limited to:

1. The authority to consent to marriage, enlistment in the armed forces and major medical, surgical or psychiatric treatment;
2. The authority to represent the minor in legal actions and to make decisions of substantive legal significance concerning the minor;
3. The authority and duty of reasonable visitation (except as limited by court order);
4. The rights and responsibilities of legal custody when Guardianship of the person is exercised by the child's birth or adoptive parent (except when legal custody has been vested in another person, agency or institution); and
5. The authority to exercise residual parental rights and responsibilities when the rights of the child's parents or only living parent have been judicially terminated or when both parents are dead.

Legal, Law Enforcement, Or Criminal Justice Personnel: People employed by a local, State, tribal, or Federal justice agency including law enforcement, courts, district attorney's office, probation or other community corrections agency, and correctional facilities.

Legal Services: Activities provided by a lawyer, or other person(s) under the supervision of a lawyer, to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity and legal separation.

License: Issued by the Department of Health to foster home located in the District of Columbia who have met the licensing standards for foster homes.

License Approval: Issued by CFSA to foster homes in Maryland who have met the licensing requirements governing the District of Columbia and the residing jurisdiction to operate foster homes.

Licensed Relative Foster Family Home: A home licensed or approved by D.C. or a state in which a relative of a child in foster care status is authorized to provide 24 hour substitute care for the child. In general, foster care maintenance payments are available for the support of foster children residing in currently licensed or approved relative foster family homes.

Living Arrangement: The type of home or placement situation in which a child resides.

LSD: LSD also called acid. It is a hallucinogen-a potent mood-changing drug, which is found in tablets, capsules or liquid form.

Mainstreaming: The concept that students with disabilities should be educated with no disabled students to the maximum extent possible.

Maintenance: is a per diem payment that is what the child would have received but not greater than CFSA board and care payments.

Maltreatment: In general usage, this term often refers to any type of child abuse or neglect. Under District of Columbia law, the word "maltreatment" is specifically defined as "failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect and the deprivation, is not due to the lack of financial means of the child's parent, guardian or other custodian". (D.C. Code § 16-2301) (24) .See also, negligent treatment.

Maltreatment Death: The child died as a result of abuse or neglect. The conclusion may be that the abuse or neglect was the cause of the death or that abuse or neglect was a contributing factor to the death.

Maltreatment Disposition Date: The point in time at the end of the CPS response when a worker determines a disposition to a report of child maltreatment.

Maltreatment Disposition Level: The determination resulting from the CPS response to a report of alleged child maltreatment.

Mandated Reporter: A person working in certain occupational categories who learns or suspects that a child known to him or her in his or her professional or official capacity has been, or is in danger of being, abused or neglected must report to CFSA or the police. Those who must report are:

1. physicians
2. psychologists

3. medical examiners
4. dentists
5. chiropractors
6. registered and licensed practical nurses
7. healthcare workers
8. law-enforcement officers
9. teachers and school officials
10. social service workers
11. day care workers
12. mental health professionals

When an individual is required as a employee of an agency or institution to make a report, he or she must immediately notify the person in charge of the agency or institution (or his or her designee) .The person in charge is then required to make the report; however, the fact that the mandated reporter has notified the person in charge of the agency or institution does not relieve the mandated reporter of his or her responsibility to report. (D.C. Code §§ 2-1352, 2-1353).

Mandated Reports: In the District of Columbia, mandated reporters of suspected child abuse and neglect include any person who knows or has reasonable cause to suspect that a child known to them in their professional or official capacity has been or is in immediate danger of being a physically or mentally abused or neglected child. According to the law, they must immediately report or have a report made of their knowledge or suspicions either to the Metropolitan Police Department (MPD) for abuse reports or the Child and Family Services Agency of the District of Columbia for neglect reports.

Marijuana: Marijuana is the most frequently used illegal drug in the United States. Marijuana is a green, brown or grayish mixture of dried, shredded leaves, stems, seeds and flowers of the hemp plant.

Mediation: A formal intervention between parents and personnel of early intervention or school systems to achieve reconciliation, settlement, or compromise.

Medicaid: a program established by Title XIX of the Social Security Act ("Title XIX") and which provides medical services to needy persons, including families with children, the elderly, or the disabled; applicants must met certain eligibility requirements.

Medical: is a continuation of Medicaid eligibility

Medical Neglect: A type of maltreatment caused by failure by the caregiver to provide for the appropriate health care of the child although financially able to do so, or offered financial or other means to do so.

Medical Personnel: People employed by a medical facility or practice, including physicians, physician assistants, nurses, emergency medical technicians, dentists, dental assistants and technicians, chiropractors and coroners.

Mental Health Personnel: People employed by a mental health facility or practice, including psychologists, psychiatrists, therapists, etc.

Mental Health Services: Activities which aim to overcome issues involving emotional disturbance or maladaptive behavior adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.

Mental Injury: A conduct, cognitive, affective or other mental disorder caused by the acts or omissions of a parent, guardian or custodian. (NCANDS)

Mental Retardation: As clinically diagnosed, significantly sub-average general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during the developmental period that adversely affect socialization and learning. (AFCARS, CFR 45 § 1355 Apps.)

Methamphetamine: Methamphetamine, also known as “meth,” “speed” or “crank” is a stimulant drug that affects the central nervous system.

Military Family Member: A legal dependent of a person on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard.

Military Member: A person on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard.

Minor: An individual under the age of 21 (D.C. Code § 16- 2301(4)).

Multidisciplinary Evaluation: The testing of a child by a group of professionals, including psychologists, teachers, social workers, speech therapists, nurses, etc.

Multiple-Handicapped Rate: is the rate paid for children who require adult intervention in more than one age appropriate daily living process i.e. Eating, bathing, toileting, dressing, ambulating, emotional and/or social control. The multiple-handicapped rate is reserved for the most severely handicapped children. Extensive training may be needed for a foster parent to provide an adequate level of care for the multiple-handicapped child.

A request for a multiple-handicapped rate must be accompanied by a professional diagnosis and treatment plan. There will be a complete discussion of the intervention to be provided by the foster parent.

Native Hawaiian or Other Pacific Islander: Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

NCANDS: National Child Abuse and Neglect Data System. NCANDS is a national, voluntary system for collecting and analyzing data about child abuse and neglect established by the National Center for Child Abuse and Neglect (NCCAN) under the Child Abuse Prevention, Adoption and Family Services Act of 1988.

NCANDS Mapping Forms: The functional specification of transferring State data to NCANDS fields and values. This process is used for both Child and Agency data.

Neglect: Under D.C. law, a neglected child is one who:

1. has been abandoned or abused by his or her parent, guardian, or other custodian;
2. is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental or emotional health, and the deprivation is not due to the lack of financial means of his or her parent, guardian or other custodian;
3. has a parent, guardian or other custodian who is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization or other physical or mental incapacity;
4. has a parent, guardian or custodian who refuses or is unable to assume responsibility for the child's care, control or subsistence and the person or institution which is providing for the child states an intention to discontinue such care ;
5. is in imminent danger of being abused and whose sibling has been abused;
6. has received negligent treatment or maltreatment from his or her parent, guardian or other custodian; or
7. has resided in a hospital located in the District of Columbia for at least 10 calendar days following birth, despite a medical determination that he or she is ready for discharge, and the parent, guardian or custodian of the child has not taken any action or made any effort to maintain a relationship with the child or to contact him or her. (D. C. Code § 16-2301 (9) (A) - (G).

In federal regulation, neglect is defined as "alleged or substantiated negligent treatment or maltreatment, including failure to provide adequate food, clothing, shelter or care". (AFCARS 45 CFR § 1355 App. A).

Neglect Petition: A legal document based upon a neglect complaint filed with the Superior Court of the District of Columbia Family Division by the Office of the Corporation Counsel (OCC) .The petition alleges that a child is an (abused or) neglected child. (D.C. Code § 16-2305).

Negligent Treatment: Failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect, and the deprivation, is not due to the lack of financial means of the child's parent, guardian or other custodian. (D.C. Code §16- 2301(24). See also, maltreatment and neglect.

Neighbor: A person living in close geographical proximity to the child or family.

Non-Caregiver: A person who is not responsible for the care and supervision of the child, including school personnel, friends, neighbors, etc.

Non-Recurring Cost: legal fees as dictated by policy and other one time costs related to a child's special need which is not funded by other eligibility programs, e.g. van conversion.

Normal Rate: is paid for the basic and routine care required by a child who comes from a neglecting or abusing family. It is expected that basic care will include bringing the child into the regular, daily life of the foster family, providing 24 hour/day adult supervision, and facilitating weekly visits with the natural parents by providing transportation to the agency or by permitting parental visitation in the foster parents are expected to participate in parent-teacher conferences and other school related activities; they are to provide routine recreational opportunities.

Not Substantiated: See Unsubstantiated.

Notifications: Mandated or courtesy contacting of other agencies with overlapping or potentially overlapping jurisdiction concerning a report of child maltreatment.

Objective: An objective is a short-term step taken to reach an annual goal. IEP objectives are the steps between a student's present level of performance and an annual goal.

Office of the Corporation Counsel (OCC): The Office which represents the interests of the City in legal matters pertaining to cases of abused and neglected children before the Superior Court of the District of Columbia. A staff attorney in the OCC is known as an Assistant Corporation Counsel (ACC).

One-Time Rental Assistance: financial assistance provided in order to assist families with payment of back rent due or current rent due but which families are not financially able to provide.

Open: Status of a case when an investigation is being conducted or services are being provided by CFSA and/or a contractual agency to a family or to any individual in a family. When an investigation or delivery of services has been concluded, a case remains in an open status) until appropriate closing paperwork has been prepared and processed.

Order of Reference: an order from the Court directing the Agency to make a report and recommendation regarding the petition to adopt a child.

Other Medical Condition: A medical condition other than mental retardation, visual or hearing impairment, physical disability, or being emotionally disturbed that significantly affects functioning or development or requires special medical care such as chronic illnesses. Included are children or caregivers diagnosed as HIV positive or with AIDS.

Other Services: Activities that have been provided to the child and/or family, but which are not included in the services listed in the Child File record layout.

Out-Of-Court Contact: Contact, which is not part of the actual judicial hearing, between the court-appointed representative and the child victim. Such contacts enable the court-appointed representative to obtain a first-hand understanding of the situation and needs of the child victim, and to make recommendations to the court concerning the best interests of the child.

Papering a Case: a colloquial term denoting the collaborative process which occurs between CFSA staff and staff of the Office of the Corporation Council (OCC) and between Metropolitan Police Department Staff and The OCC in determining whether to file a neglect petition in a case and drafting the petition.

Parent: The birth mother/father, adoptive mother/father or step mother/father of a child. (NCANDS).

Periodic Review: The administrative or court review of a foster care case required by P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980". P.L. 96-272 set up a case review system for assuring that the status of each child is reviewed periodically but no less frequently than once every six months by either a court or by administrative review in order to:

1. determine the continuing necessity for and appropriateness of the placement;
2. determine the extent of compliance with the case-plan;
3. determine the extent of progress made toward alleviating or mitigating the causes necessitating placement in foster care; and
4. project a likely date by which the child may be returned home or placed for adoption or legal guardianship.

(P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" Section 475(5) (B)).

Permanent Freeze: A foster home where a determination has been made not to place additional children in the home. The foster children currently residing in the home are not in any kind of danger and it would be in their best interest to remain in the home, once the last child is removed the foster home is officially closed.

Permanency Goals: Permanency goals for children in foster care in D.C. are based upon federal requirements found in P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980". They are:

1. Reunification with a parent (or legal guardian) ;
2. Reunification with a relative;
3. Adoption;
4. Long-Term Foster Care; and
5. Independent Living.

(P.L. 96-272 the "Adoption Assistance and Child Welfare Act of 1980" § 475(5) (C). See also, permanency planning.

Permanency Planning: The process established under P.L. 96-272, the "Child Welfare and Adoption Assistance Act of 1980", through which a child in foster care benefits from case planning, periodic reviews and other procedural safeguards to ensure that the child enters care only when necessary and is appropriately placed and is returned home or to a permanent living situation in a timely fashion.

Perpetrator: An individual who is determined to have abused or neglected a child. Under the child abuse and neglect definitions in D.C. law, a parent, guardian or custodian are those who may be found to have abused or neglected a child. (D.C. Code § 2301 (9) and (23)).

Petition/Petitioner: a petitioner is one who had decided to request through the legal system permanent care of a child (ren) through adoption. This request is known as the petition.

Petition Date: The month, day, and year that a juvenile court petition was filed.

Physical Abuse: Type of maltreatment that refers to physical acts that caused or could have caused physical injury to the child.

Physically Disabled: A clinically diagnosed physical condition that adversely affects day-to-day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities.

P.L. 96-272: The "Adoption Assistance and Child Welfare Act of 1980" which established current standards for federal financial participation in the maintenance of children in foster care and adoptive placements in the United States.

Placement Conference: a meeting to discuss the transition plan of a child (ren) into a home of a foster/adoptive parent.

Police or Prosecutor: Police refers to the department of government charged with prevention, detection, and prosecution of public nuisances and crimes such as child maltreatment. Prosecutor refers to a legally trained person with responsibility to represent the State in court proceedings.

Post-Adoptive Services: Services provided to meet the ongoing needs of the family once an adoption has been finalized. (29 DCMR 1645.1).

Pre-Adoptive Home: A home in which the family intends to adopt a child residing in the household. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child. (AFCARS, 45 CFR § 1355 App. A).

Pregnancy and Parenting Services for Young Parents: Activities for married or unmarried adolescent parents and their families to assist them in coping with social, emotional, and economic problems related to pregnancy and to plan for the future.

Prevention Services/Services to Families with Children: are services designed to support and improve the functioning of the family. Such services can include mentoring, tutoring, educational/job training, housing assistance, advocacy and legal assistance. The law requires the agency to either provide for, or contract for, any of several child abuse and neglect prevention services. Prevention services shall be provided and funded through the use of local and federal funds. Preventive services are provided directly to children and their families through a network of public and private partnerships including community-based services.

Primary Prevention: Provision of information and/or services designed to reduce the likelihood that abuse or neglect of children will occur.

Prior Abuser: A person with a previous determination of substantiated, indicated, or alternative response – victim in the State information system.

Prior Victim: A child with a previous determination of substantiated, indicated, or alternative response – victim in the State information system.

Promoting Safe And Stable Families Program: Program that provides grants to the States under Section 430, Title IV-B, subpart 2 of the Social Security Act, as amended, to develop and expand four types of services: 1) community-based family support services; 2) Innovative child welfare services, including family preservation services; 3) time-limited reunification services; and 4) adoption promotion and support services.

Private Kinship Care Provider: A relative providing full time care for a child (ren) when custody remains within the family. For purposes of this policy, this includes only those formal kinship care arrangements that require protective services involvement.

Private Placement: See Third-Party Placement and Private Kinship Care Provider.

Protective Supervision: A legal status in which a judge orders that a child who has been adjudicated neglected by the Superior Court of the District of Columbia Family Division remain in his or her home. (D.C. Code § 16-2320) .Such an order may remain in effect for up to one year; however, the Agency may terminate supervision earlier if it appears that the purpose of the order has been achieved. An order of protective supervision can be extended by the court for additional periods of one year. (D.C. Code §§ 16-2301(19) and 16-2322).

During a period of protective supervision, parents retain all legal rights and responsibilities including guardianship, legal-custody and physical custody. When protective supervision is ordered, the Agency must continue to assess the safety of the child and provide services as appropriate to reduce or eliminate risk of future harm. A judge may require that the child return to court at any time during the period of protective supervision, which may only be terminated by a rescindment order.

Public Assistance: Participation in any of the following social service programs such as TANF, General Assistance, Medicaid, SSI, Food Stamps, etc.

Public Law: Public Law 96-272 (The Adoption Assistance and Child Welfare Act of 1980) which established current standards for federal financial participation in the maintenance of children in foster care and adoptive placements in the United States.

Putative Father: a man who is assumed to be a child's biological father. A man that was not married to the birth mother at the time of conception is considered to be the putative father until a paternity test confirms or disputes his paternity or until he signs an affidavit of paternity or a denial of paternity.

Quality Assurance: The process for identifying gaps in services, evaluating and tracking the completeness and accuracy of service delivery based on compliance with statutory and regulatory requirements, and examining and monitoring the performance of staff.

Race: The primary racial group with which an individual identifies or is identified by others. In the case of a young child, parents determine the child's race. (AFCARS 45 CF'R § 1355 Apps.

RACE - Unable To Determine: See Unable To Determine (Race).

Reasonable Accommodation: The modification of programs in ways that permit students with disabilities to participate in educational programs that receive federal funding. The concept also applies to the modification of job requirements and equipment for workers with disabilities.

Reasonable Efforts: P.L. 96-272 "The Adoption Assistance and Child Welfare Act of 1980" requires that "reasonable efforts" be made to prevent the placement of children in foster care and/or to reunify them with their families. To meet this requirement, services must be available to children and families, which may include:

1. 24-hour emergency caretaker;
2. homemaker services;
3. day care;
4. crisis counseling;
5. counseling, including mental health and substance abuse counseling, vocational counseling or vocational rehabilitation;
6. emergency shelters;
7. emergency financial assistance;
8. respite care;

9. home-based family services;
10. self-help groups;
11. services to unmarried parents; and
12. post-adoption services.

When a child is in foster care, the child's case plan must describe reasonable efforts made to prevent placement and/or to reunify the child with his or her family. (45 CFR §§ 1356 .21 (d) (4) and 1357 .15 (e) (2)) .

Receipt Of Report: The log-in of a call to the agency from a reporter alleging child maltreatment.

Referral: The direction of a person by a CFSA staff member or other professional to aid, information or services.

Related Services: Those services a student must receive to benefit from special education; for example, transportation, counseling, speech therapy, crisis intervention, etc.

Relative: A person connected to the child by blood, such as parents, siblings, grandparents, etc.

Relative Foster Care: 24 hour substitute care by a relative for a child in foster care status. Third-party placement of a child with a relative does not constitute relative foster care. Relative shelter care settings include:

1. **Licensed or Approved Relative Foster Family Home:** A home licensed or approved by D.C. or a state in which a relative of a child in foster care status is authorized to provide 24 hour substitute care for the child. (AFCARS, 45 CFR § 1355 App. A) .In general, foster care maintenance payments are available for the support of foster children residing in currently licensed or approved relative foster family homes. See also, Foster Care.
2. **Unlicensed Relative Foster Family Home:** A home in which a closely related caregiver not licensed or approved as a foster parent by D.C. or a state is providing 24 hour substitute care for a child in foster care status. See also, foster care. (AFCARS, 45 CFR § 1355 App. A) .In general, AFDC payments are available for the support of foster children residing in unlicensed relative foster family homes.

Relative Placement: Any placement of a child within the child's extended; family system rather than with a parent. See also, Third-Party Placement and Relative Foster Care.

Religious Exemption: According to current D.C. law, "no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and

practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall for that reason alone be considered a neglected child". (D.C. Code § 16-2301).

Relinquishment: When a child's parent, executes a written document assigning physical and legal custody of the child to the Agency for the purpose of having the child adopted. (AFCARS, 45 CFR § 1355 App. A).

Under D.C. law, parental rights may not be relinquished for 72 hours following the birth of a child. Prior to accepting a relinquishment, the Agency must provide counseling by a professional social worker to the parent regarding alternative services available and, to both the parent and, if appropriate, the child, regarding psychological and emotional issues. A relinquishment is executed voluntarily in writing by the parent in the presence of an Agency representative and a witness. A parent may automatically revoke a relinquishment in writing within 10 days of executing it. If the 10th day falls on a week-end or holiday, the time allowed for revocation is extended to the next working day. After exercising an automatic revocation, a parent may not execute a second relinquishment until 30 days have elapsed. A second relinquishment is irrevocable unless a court finds that it was not voluntary. (D.C. Code § 32-1007).

Removal Date: The month, day, and year that the child was removed from the care and supervision of his or her parents or parental substitutes, during or as a result of the CPS response. If a child has been removed more than once, the removal date is the first removal resulting from the CPS response.

Removal from the Home: An action taken when an investigation indicates that a child is abused or neglected and cannot be adequately protected by services offered in the home, or pursuant to a voluntary placement agreement, or when a child is relinquished. CFSA may remove a child only in the case of a boarder baby or with consent of the child's parent, guardian or custodian. Under D.C. law, in all other situations, a court order must be obtained or the removal must be effected by a law enforcement officer when the officer believes that removal is necessary because:

1. the officer has reasonable grounds to believe that the child is in immediate danger from his or her surroundings; or
2. after consultation with an authorized individual at CFSA, he or she has reasonable grounds to believe that the child is suffering from illness or injury; or
3. is otherwise endangered and cannot be protected by the provision of services or resources.

When a child removed from the home is placed in shelter care, a shelter care hearing must be held in the Superior Court of the District of Columbia no later than the next day, excluding Sundays, after the child has been taken into custody. (D.C. Code §§ 6-2105, 6-2124, 16-2310 and 16-2312).

Report: An allegation that a child is known or suspected to have been abused or neglected and/or is in immediate danger of abuse or neglect. A report is investigated in order to determine whether it is supported or unsupported by credible evidence. Any individual may

report child abuse or neglect to the police or to CFSA (generally via the Intake Hotline at (202) 223-2255). Those employed in certain occupations are mandated to make an immediate report, which should include the following information:

1. the name, age, sex and address of the child who is the subject of the report and each of the child's siblings, parents or other persons responsible for the care of the child;
2. the nature and extent of any current and/or, if known, past abuse or neglect;
3. all other information, which the reporter believes, may be helpful in establishing the cause of any abuse or neglect and the identity of the perpetrator(s).
4. name, occupation and means of contacting the report as well as information regarding any actions the reporter has taken with respect to the child.

Anyone making a report in good faith is immune from civil or criminal liability pertaining to the report (D.C. Code §§ 2-1352, 2-1353, 2-1354, 6-2101(6)-(9)). See also, mandated reporter.

Report Date: The month, day, and year that the responsible agency was notified of the suspected child maltreatment.

Report Disposition: The determination that results from the CPS response pertaining to a report of child maltreatment.

Report Disposition Date: The month, day, and year that a decision was made by CPS or by a court regarding the disposition of a CPS response.

Report ID: See Report Identifier.

Report Identifier: A unique identification assigned to each report of child maltreatment.

Report Source: The category or role of the person who makes a report of alleged maltreatment.

Residential Facility Staff: Employees of a public or private group residential facility, including emergency shelters, group homes, and institutions.

Respite Care: Temporary care of a child to provide relief to the caretaker. May involve care of the child outside of his or her own home for a brief period of time, such as overnight or for a weekend. Respite care is not considered to be foster care or other type of placement. (AFCARS, 45 CFR § 1355 App. A).

Response Time With Respect To The Initial CPS Response: The time between the log-in of a call to the State Agency from a reporter alleging child maltreatment and the face-to-face contact with the alleged victim, where this is appropriate, or to contact with another person who can provide information.

Response Time With Respect To The Provision Of Services: The time from the log-in of a call to the agency from a reporter alleging child maltreatment to the provision of post-investigative services, often requiring the opening of a case for ongoing services.

RFP: Request for Proposal

SACWIS: See Statewide Automated Child Welfare Information Systems.

Scope of Services: This policy is intended for all CFSA and contract agency staff with responsibility for children who have been removed from their home due to abuse or neglect.

Screened-In Referrals: Reports of child maltreatment that met the State's standards for acceptance and were referred for CPS investigation or assessment.

Screened-Out Referrals: Reports of child maltreatment that did not meet the State's standards for acceptance and were screened out prior to CPS investigation or assessment.

Screening: is the preliminary evaluation process for prospective caregivers.

Self-Sufficiency: the family is no longer in need of financial assistance from CFSA.

Service Date: The date activities began as a result of needs discovered during the CPS response.

Services: Non-investigative public or private non-profit activities provided or continued as a result of a CPS response. In general, only activities that occur within 90 days of the report are included in NCANDS.

Services, Opened: Services for which an individual or family has been formally enrolled.

Services, Planned: Services for which an individual or family is intended to be enrolled.

Sexual Abuse: A type of maltreatment that refers to the involvement of the child in sexual activity to provide sexual gratification or financial benefit to the perpetrator, including contacts for sexual purposes, molestation, statutory rape, prostitution, pornography, exposure, incest, or other sexually exploitative activities.

Sexual Exploitation: When a parent, guardian or other custodian allows a child to engage in prostitution as defined by law, or allows a child to engage in obscene or pornographic photography, filming or other forms of illustrating or promoting sexual conduct as defined by law. (D.C. Code § 16-2301 (25)).

Shelter Care: Temporary care of a child in physically unrestricting facilities, designated by the Court, pending a final disposition of a neglect petition. (D.C. Code § 16- 2301(14)).

Short-Term Rental Subsidy: short-term, up to one year, financial assistance from CFSA.

Social Services Block Grant: Funds provided by title XX of the Social Security Act that are used for services to the States that may include child care, child protection, child and foster care services, and daycare.

Social Services Personnel: Employees of a public or private social service or social welfare agency, or other social worker or counselor who provides similar services.

Social Worker: Worker assigned to the child (ren) and who has responsibility for the safety and well being of a child.

Special Board Rate: is paid for a child who has a regularly reoccurring special need that requires extra ordinary time or expense on the part of a foster parent. A special need would be a reoccurring or ongoing professionally diagnosed medical, psychiatric, educational or social need, which can not be met by normal levels of parent involvement.

A request for a special board rate must be accompanied by a diagnosis and treatment plan. The foster parent must be able to provide a verifiable account of that need for expenditure of time and money.

Special Needs: A categorization which pertains to the eligibility of a child for an adoption subsidy under Title IV-E of the Social Security Act as specifically defined under State law. D.C. law defines a child with special needs as "any child who is difficult to place in adoption because of age, race, or ethnic background, physical or mental condition, or membership in a sibling group which should be placed together. A child for whom an adoptive placement has not been made within 6 months after he [or she] is legally available for adoptive placement shall be considered a child with special needs within the meaning of [the statute] ". (AFCARS, 45 CFR § 1355 App. A and D.C. Code § 3-115 (2) (A)).

Special services: are specific, time-limited services based on a child's specific special needs.

Special Services-Disabled: Activities for persons with developmental, physical, emotional, visual or auditory impairments that are intended to help maximize their potential, alleviate the effects of their disabilities, and to enable these persons to live in the least restrictive environment possible.

Special Services-Juvenile Delinquent: Activities for youth (and their families) who are, or who may become, involved with the juvenile justice system.

Standardized Tests: In a vocational assessment, standardized tests are used to predict how a student is likely to perform in jobs calling for certain interests and skills.

State Agency: The agency in a State that is responsible for child protection and child welfare.

State Child Welfare Programmatic Staff: Personnel whose focus is the definition and operation of the State's child welfare program.

State Data System: Any number of State computer systems which are focused on supporting the child welfare efforts of the State.

State/Territory: The primary geopolitical unit from which child maltreatment data are collected. Washington, DC and U.S. territories have the same status as States.

Statewide Automated Child Welfare Information Systems (SACWIS): Any of a variety of automated systems designed to process child welfare information on a state-wide basis.

Stepparent: The husband or wife, by a subsequent marriage, of the child's mother or father.

Steroids: Steroids are synthetic compounds related to the male sex hormone testosterone. They come in tablets or liquid forms.

Subsidy: See Adoption Subsidy.

Substance Abuse Services: Activities designed to deter, reduce, or eliminate substance abuse or chemical dependency.

Substantiated: Disposition of reported child abuse or neglect which concludes by a preponderance of credible evidence gathered that the report is supported, founded or validated according to the law of the District of Columbia. See also, Supported Report.

Supervisor: Staff person assigned to supervise a social worker at the time of the report disposition.

Supervisor ID: See Supervisor Identifier.

Supervisor Identifier: A unique identification of a supervisor who is assigned to the child at the time of the report disposition.

Supplemental Security Income (SSI): A program established by Title XVI of the Social Security Act (Title XVI) that provides federal assistance to the elderly, the disabled, children, and the poor who meet certain eligibility requirements; these payments are supplemental to any funding received from the District and are calculated on that basis.

Supported: Defined in statute as a report made by a mandated reporter which is supported by credible evidence (D. C. Code § 6-2101(8)) .See substantiated.

Temporary Assistance to Needy Families (TANF): The Block Grant program that replaced Aid to Families with Dependent Children (AFDC) in providing financial assistance to families to meet the needs of the child, living with a parent or relative, and meeting certain eligibility standards.

Temporary Custodial Placement: Under D.C. law, placement by CFSA in an Agency facility for a period up to 5 days when a child has been left alone or with inadequate supervision and a third-party placement cannot be made, provided that :

1. notice is left for the child's parent or custodian explaining the procedure for reclaiming the child;
2. efforts continue to locate the child's parent;
3. the child is returned forthwith upon the request of the parent or custodian, unless there is additional evidence of immediate danger to the child.

If CFSA finds that a child would be in immediate danger if returned to the home, the Agency contacts the police who may legally "remove" the child. A complaint is filed with the Superior Court of the District of Columbia if the police remove the child or if, at the end of 5 days, the parent or custodian fails to claim the child. (D.C. Code § 6-2124).

Termination of Parental Rights (TPR): Under D.C. law, a judicial proceeding in which a motion is filed by the Office of the Corporation Counsel (OCC) or by the guardian ad litem (GAL) for the child. This motion seeks to have the parent's parental rights terminated, so that the child is free for adoption. If the child has been adjudicated neglected due to, abandonment (D.C. Code 16-2301(9) (A)) or as a boarder baby (16-2301(9) (G)), the TPR motion may be filed immediately after the adjudication. If the child was adjudicated neglected under any of the other provisions of 16-2301(9), such as abuse, lack of care, etc., the TPR may not be filed until 6 months after the adjudication of neglect. A TPR motion must contain at least the following information, if it is known, or a statement declaring that it is not known, if that is the case:

1. identifying information about the child and his or her current placement;
2. name and title of the petitioner;
3. name and address of the child's parent;
4. a plain and concise statement of the facts and opinions on which the termination is sought;
5. a specification as to the health of the child;
6. a statement as to the general prospects for, or barriers, if any, to the adoption of the child; and
7. a statement pertaining to efforts to locate any absent parent of the child.

An order terminating parental rights divests the parent and the child of all legal rights, powers, privileges, immunities, duties and obligations with respect to each other, except the right of the child to inherit from his or her parent. The child's right of inheritance is only terminated by a final order of adoption. (D.C. Code §§ 16-2354 and 16-2361).

Title IV-E: a reference to Title IV- E of the Social Security Act and the program established there under that provides a mechanism for the jurisdiction to receive federal funding for foster care maintenance costs, traditional independent living programs, and adoption assistance for children within the foster care system who meet certain eligibility requirements.

Tobacco: Tobacco can be found in cigarettes, cigars, pipes tobacco and smokeless tobacco.

Third-Party Placement: A term which describes temporary or long term placement of a child with responsible neighbors, relatives or another individual who is found to be qualified to receive and care for the child. This type of placement may occur with or without involvement of the Court. For example, CFSA may effect a third-party placement as a service when an investigation indicates that an abused or neglected child is in need of services, or the Court may place a child with a third-party when it finds that the child cannot be protected in his or her own home and the placement selected is likely to be less damaging to the child than the child's own home. (D.C. Code §§ 6-2124(a) (2) and 16-2320(a) (3) (c)). When in a third-party placement, a child is not in foster care.

Three-Seventy-Nine (379): The complaint form used by the Metropolitan Police Department to initiate court proceedings in cases of abused or neglected children.

Time-limited Family Reunification Services: Services and activities for a child and the child's parent(s), guardian or custodian in order to facilitate the safe, appropriate, reunification within 12 months of a child out-of-home placement.

Transition Plan: Plan of action detailing individualized procedures to facilitate and expedite placing a child in an adoptive home placement. Steps include pre-placement visits and consultation and incorporation of the foster family in the transitioning planning. The foster care and adoption social workers jointly develop this plan.

Transition Services: A coordinated set of activities for a student that promotes movement from school to post-school activities, including post-secondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living, or community participation.

Transportation Services: Activities that provide or arrange for travel, including travel costs of individuals, in order to access services, or obtain medical care or employment.

Three-Seventy-Nine (379): The complaint form used by the Metropolitan Police Department to initiate court proceedings in cases of abused or neglected children.

Title IV-A: The federal program under which Aid to Families with Dependent Children (AFDC), also known as welfare, is provided to certain needy families. AFDC is available for the support of children living with closely related family members as well as with parents.

Title IV-D: The federal program under which a parent receiving child support assigns those benefits to the Agency when a child is residing in foster care. Title IV-D also regulates the establishment and enforcement of child support orders in cases where the custodial parent is receiving AFDC and where there is no foster care involvement.

Title IV-E: The federal program under which maintenance payments may be made on behalf of low income, eligible and reimbursable children placed in foster care or with adoption subsidies.

Title XIX: The federal program under which medical assistance is provided for eligible low income children in foster care or adoptive placements.

Trial: see, fact-finding hearing.

Triennial Review: Every three years, a student in special education must be given a completely new evaluation/assessment to determine the student's progress and to make a new determination of eligibility for continued special education services.

Unable to Determine (Race): The inability to determine race because a child is very young or severely disabled and no one is available to identify the child's race.

Unborn: The child abuse victim was not yet born.

Under One Year: The child abuse victim was under one year old.

Uniform Crime Report: A descriptive summary of crimes committed in the United States compiled by the Federal Bureau of Investigation.

Unknown: The State collects data on this variable, but the data for this particular report or child were not captured or are missing.

Unknown Father: either the birth mother has indicated that she does not know the identity of the birth father or she refuses to name the father. The father is also unknown if the birth mother's whereabouts are unknown or if the birth mother is deceased and she never named a father.

Unsubstantiated: Disposition of reported child abuse or neglect which concludes by a preponderance of evidence gathered that the report is not supported, founded or validated according to the law of the District of Columbia. See also, unsupported report.

Unsupported Report: Defined in statute as a report made by a mandated reporter which is not supported by credible evidence. (D.C. Code § 6-2101). See unsubstantiated.

Unusual Incident Report: These reports refer to incidents that occur that require special attention, such as accidents or physical or mental health problems that result in the child needing medical attention, reports of abuse and/or neglect, abscondance, etc.

Victim: A child having a maltreatment disposition of "substantiated," "indicated," or "alternative response victim."

Visitation: In general, visits between a child in placement and a family member or other individual close to the child. Under D.C. law, when a child is in shelter care, weekly visitation with the child's parent, guardian or custodian occur unless a Judge prescribes a schedule of visitation or orders that visitation not be allowed. (D.C. Code § 16-2310(d)).

Visually Or Hearing Impaired: A clinically diagnosed condition related to a visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.

Voluntary Placement Agreement: A written agreement between a child's caretaker and the agency under which the child is removed from his or her home and placed in foster care for a limited time. Under LaShawn, a voluntary placement may not exceed 21 days unless it is extended to 42 days with appropriate, official permission. (LaShawn Revised Implementation Plan Section A. August 1, 1994).

In order to receive federal funds for a voluntary placement, P.L. 96-272 protections must be provided to the child. If the placement lasts more than 180 days, a court must make a determination that continued voluntary placement is in the best interests of the child. The placement is still considered voluntary even if a subsequent court order is issued to keep the child in care. (AFCARS, 45 CFR § 1356.30).

Ward: See committed child.

Waiver of Parental Rights: The power that the Court can exercise to waive the rights of the birth parents when all efforts to locate the birth parents have been exhausted.

White: Having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Worker: The worker assigned to the foster parent and has responsibility for assessing the on-going ability of the foster parent to provide a safe, loving and nurturing home environment for foster children.

Worker ID: See Worker Identifier.

Worker Identifier: A unique identification of the worker who is assigned to the child at the time of the report disposition.